

Buyer's Guide to Statewide Contracts

Commonwealth of Massachusetts

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This booklet is updated on a quarterly basis and is available on the [Operational Services Division website](http://www.mass.gov/osd) www.mass.gov/osd.

For updates to Statewide Contract information, visit [Comm-PASS](http://www.comm-pass.com) <http://www.comm-pass.com>.

Why the Commonwealth Creates Statewide Contracts

Operational Services Division (OSD)

When Commonwealth agencies, municipalities, and eligible entities combine their billions of dollars in buying power on commodities and services, Commonwealth purchasers receive better service delivery, technical assistance, and cost savings. Serving as the Commonwealth's central procurement agency, the OSD oversees this combining of purchases by providing public purchasers with more than 130 Statewide Contracts that represent best value in terms of price, quality, and service for commonly purchased commodities and services.

Comm-PASS

To oversee the Commonwealth's procurements, the OSD manages and enhances the Commonwealth's online eProcurement record management system, Commonwealth Procurement Access and Solicitation System ([Comm-PASS](#)). All Executive Departments post their solicitations for goods and services valued at more than \$5,000 and the resulting contracts, if awarded, on [Comm-PASS](#).

All records posted on [Comm-PASS](#) are accessible to the public for free to promote transparency, increased competition among vendors, and elimination of bidding and contracting redundancy and administrative costs. Established in 1996 and replaced in 2004, [Comm-PASS](#) made Massachusetts the first state in the nation to provide bid access exclusively online. All Commonwealth public entities can become [Comm-PASS](#) members for free by contacting the [Comm-PASS Help Desk](#).

COMMBUYS

Procurement and purchasing in the Commonwealth will drastically improve in the spring when the OSD retires Comm-PASS and rolls out a new, modern electronic procurement system, COMMBUYS. The new system will streamline processes and store all records online, ensuring a complete audit trail for all transactions.

Buyers will benefit from easier ordering and better pricing. Buyers will:

- ▼ Order directly online through eCatalogs using an improved, robust keyword search and filters for specific vendors and price ranges.
- ▼ Create requisitions with a full req-to-check process online (Executive Agencies only).
- ▼ Have access to better pricing with increased competition through a wider supplier community.

Additional information on COMMBUYS is available at www.mass.gov/COMMBUYS.

What is a Statewide Contract

A Statewide Contract is a written agreement between the Commonwealth of Massachusetts and awarded contractors to provide commodities and services for Commonwealth departments and [eligible entities](#). Agreements result from a competitive procurement process completed in accordance with [Procurement Regulations 801 CMR 21.00 requirements and guidelines](#) (utilizing the Strategic Sourcing Methodology) that includes:

- ▼ A fair, open, and competitive solicitation request for response (RFR) posted on Comm-PASS / COMMBUYS.
- ▼ Electronic responses.
- ▼ A documented evaluation process.

Statewide Contracts are designed to support the fair, open and competitive process while reducing and simplifying the administrative burden for department staff and vendors. The Statewide Contract duration varies. A typical Statewide Contract initial duration is one to two years with several one or two year renewal options for a total duration of three years. Renewals are not automatic, and the decisions regarding contract renewal are made by the Strategic Sourcing Services Team in accordance with the initial RFR.

What is on Statewide Contracts

Commodities on Statewide Contracts include, but are not limited to, copy paper, personal computers, food products, vehicles, tires, fuel, building materials, and medical supplies.

Services on Statewide Contracts include, but are not limited to, trade persons for general repair and maintenance (electrician, plumbing, and locksmith), temporary staff, court reporting/transcription, foreign language interpreters, and trainers.

The OSD web site contains [a complete list of Statewide Contracts](#) and all commodities and services available under each contract.

Who can use Statewide Contracts

While all Executive Departments are required to use Statewide Contracts for purchases, these public and quasi-public purchaser eligible entities may use Statewide Contracts:

- ▼ Cities, towns, districts, counties, and other political sub divisions.
- ▼ Executive, legislative, and judicial branches of government including all departments and elected offices therein.
- ▼ Independent public authorities, commissions, and quasi-state agencies.
- ▼ Local public libraries, public school districts, and charter schools.
- ▼ Public hospitals owned by the commonwealth.
- ▼ Public institutions of higher education.
- ▼ Public purchasing corporative.
- ▼ Non-profit, UFR-certified organizations that do business with the commonwealth.
- ▼ Other states and territories with no prior approval by the state purchasing agent required.
- ▼ Other entities when designated in writing by the state purchasing agent.

Eligible entities may need to execute their own contract documents where appropriate but do not have to conduct a separate competitive procurement since all Statewide Contracts are the result of a competitive procurement.

Eligibility may vary from contract to contract, and eligible entities must refer to [Commonwealth of Massachusetts procurement laws](#) as well as internal policy for their particular entity.

How we develop Statewide Contracts

- ▼ A Strategic Sourcing Services Lead (SSSL) identifies the statewide need for a commodity or service based on past usage or future needs.
- ▼ OSD leaders designate an SSSL, selected based on his or her knowledge in a specific area, and the Strategic Sourcing Services Team, comprised of diverse professionals from eligible entities who have an interest and/or expertise in the commodity or service.

- ▼ The Team creates an RFR designed to cover the broadest base possible for identifying the commodities and/or services required.
- ▼ The SSSL posts the RFR on Comm-PASS/COMMBUYS for all interested parties to review.
- ▼ Vendors submit responses according to the instructions in the RFR.
- ▼ The SSSL and the Team review the RFRs based on the evaluation criteria developed prior to the review process.
- ▼ The SSSL and the Team award the Statewide Contract.

How we manage Statewide Contracts

Listed on the record's "Issuers" tab in [Comm-PASS](#), on the OSD website, and in this book, the SSSL and the Strategic Sourcing Services Team manage Statewide Contracts – from negotiating contract terms, renewing contracts, collecting and analyzing performance measure data, and addressing issues and concerns. This structure ensures that such eligible entities as Commonwealth agencies, municipalities, and schools can access and receive the best quality of commodities and services available.

If you would like to be part of a Strategic Sourcing Services Team, contact the specific Strategic Sourcing Services Lead in charge of that Statewide Contract. Each team member's expertise and assistance is valued to make a Statewide Contract the best it can be in accordance with the defined needs of the represented stakeholders.

How You Benefit from Using Statewide Contracts

Save time and money. A recent study done by the National Association of State Procurement Officials showed that large, complex procurements can cost anywhere from \$85,000 to \$150,000. You'll save and money time when you leave negotiating to SSSLs. You'll reduce your administrative work because SSSLs handle the entire process: contract negotiations, ongoing contract management, and the evaluation process.

Get the best value. The Commonwealth has buying power. We purchase more than \$1 billion in goods and services annually to run our agencies and programs. We use that buying power to negotiate with vendors for best value in terms of price (including volume discounts and prompt pay discounts), quality, and service. When you get on board, we improve our buying power for future negotiations, getting you even better value on future Statewide Contracts.

Get better terms. We don't just consider price in negotiating the best contracts. We negotiate for better terms and conditions, delivery guarantees, top order-fulfillment priority, performance measures, and mandatory reporting when we negotiate your contracts.

How To Use Statewide Contracts

1. Is there a Statewide Contract for the commodity or service you need?

Use the following list to determine if the OSD might have a Statewide Contract for the commodity or service you seek:

Prefix	Category
CLT	Clothing and Footwear
ENE	Energy, Fuel and Utilities
FAC	Environmental Services, Facility Maintenance/Repair
FIR	Fire and EMS
GRO	Food and Groceries
HLS	Homeland Security
HSP	Healthcare Products, Laboratory Products, Dental Products
HSS	Human and Social Services
ITC	Information Technology Hardware
ITS	Information Technology Software & Services
ITT	Information Technology Telecommunications
LAW	Public Safety, Law Enforcement and Protection
MED	Medicine & Medical Services, Laboratory Services
OFF	Office, Recreation and Education
OVM	Vehicles, Transportation and Road Maintenance – Related Equipment & Supplies
PRF	Professional Services: Human Resources, Financial, Legal and Training
SSP	State Surplus Property
VEH	Vehicles, Transportation and Road Maintenance

2. Find the specific contract

Find the specific contract on this list, in order by:

- ▼ Contract number (alphabetical by category). All Statewide Contracts contain a prefix that reflects the general area of commodities and/or services they cover.
- ▼ Commodity or service (page 16).
- ▼ Broad category (page 30).

For a more up-to-date list, visit the Commonwealth's eProcurement system, [Comm-PASS](#).

Contract Number (alphabetical by category)

Contract Number	Title	Sourcing Lead	Email	Phone
CLTo7	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk	william.funk@state.ma.us	617-720-3329
ENE29	No.4 & No.6 Residual Heating Fuel	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE30	Statewide Contract for Electricity	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE31	Unleaded Gasoline	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE32	Ultra Low Sulfur Diesel	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE33	Statewide Contract for Bio-Diesel	James Ferri	James.Ferri@state.ma.us	617-720-3168
ENE34	No. 2 Heating Oil Contract	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE35	Statewide Contract for Propane	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE36	Statewide Contract for Natural Gas	James Ferri	james.ferri@state.ma.us	617-720-3168
ENEFY13	Energy Contracts Pricing Index for FY2013	James Ferri	james.ferri@state.ma.us	617-720-3168
ENEFY14	Energy Contracts Pricing Index for FY2014	James Ferri	james.ferri@state.ma.us	617-720-3168
FAC33	Solid Waste and Recycling Services (FAC33)	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC53	Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC55designated DEP	Imprinted Plastic Trash Bags, Recycled (FAC55designatedDEP)	Stephan Malner	stephan.malner@state.ma.us	617-348-4004
FAC55designated DEP	Imprinted Plastic Trash Bags, Recycled (FAC55designatedDEP)	Brian LaValle	brian.lavalle@state.ma.us	617-348-4076
FAC56designated DCAM	Demand Response Services	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351
FAC59	Green Cleaning Products, Programs, Equipment & Supplies	Marcia Deegler	marcia.deegler@state.ma.us	617-720-3356
FAC60	Environmental Diagnostic Testing and Monitoring Services	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351
FAC61designated DEP	Recycling Containers & Compost Bins	Dmitriy Nikolayev	dmitriy.nikolayev@state.ma.us	617-720-3351
FAC63	Carpet and Flooring Products and Installation	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351

Contract Number	Title	Sourcing Lead	Email	Phone
<u>FAC64</u>	<u>Security, Surveillance, Monitoring and Access Control Systems</u>	Sylvain Kabeya	sylvain.kabeya@ssa.gov	617-654-7804
FAC65	Water Treatment Chemicals and Systems	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
<u>FAC67</u>	<u>Janitorial Services - Environmentally Preferable</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>FAC68designated DCAM</u>	<u>Renewable and Alternative Energy Portfolio Standards Services</u>	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351
<u>FAC70APPLIANC E</u>	<u>Appliance Services - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70ASPHALT P AVING</u>	<u>Asphalt / Paving and Related Services Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70BOILER</u>	<u>Boilers - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70CARPENTE R</u>	<u>Carpenters Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70CLEANING RESTORATION</u>	<u>Cleaning Restoration Services- Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70COMPRESS OR</u>	<u>Compressor Services Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70DRAIN</u>	<u>Drain Cleaning Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70ELECTRICI AN</u>	<u>Electrician - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70ELEVATOR</u>	<u>Elevator Services - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70EXCAVATI ON</u>	<u>Excavation Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70FENCE</u>	<u>Fence Services - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70FIREEXTIN GUISHE</u>	<u>Fire Extinguisher Services Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70GENERALC ONTR</u>	<u>General Contractor - Tradespersons Repair and Maintenance</u>	William Funk (Interim)	william.funk@state.ma.us	617-720-3329
<u>FAC70GENERATO R</u>	<u>Generators / Turbine Services Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70GLASS</u>	<u>Glass/Window/Doors - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70HVACSHEE TMETAL</u>	<u>HVAC / Sheet Metal Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70KITCHENE XHAUST</u>	<u>Kitchen Exhaust / Duct Service - Tradespersons Repair and Maintenance</u>	William Funk)	william.funk@state.ma.us	617-720-3329
<u>FAC70MASONRY</u>	<u>Masonry Services - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70OVERHEA DDOORS</u>	<u>Overhead Doors and Related Services Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70PAINTING</u>	<u>Painting Services - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70PLUMBING</u>	<u>Plumber - Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70PUMPMOT OR</u>	<u>Pumps and Motor Services Tradespersons Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>FAC70ROOFING</u>	<u>Roofing Service -Tradesperson Repair and Maintenance</u>	William Funk	william.funk@state.ma.us	617-720-3329

Contract Number	Title	Sourcing Lead	Email	Phone
FAC70SEPTIC	Septic Services -Tradespersons Repair and Maintenance	William Funk	william.funk@state.ma.us	617-720-3329
FAC70SIGNAGE	Signage Repair and Services - Tradespersons Repair and Maintenance	William Funk	william.funk@state.ma.us	617-720-3329
FAC70WELDING	Welding Service - Tradespersons Repair and Maintenance	William Funk	william.funk@state.ma.us	617-720-3329
FAC71	Lawns & Grounds Equipment, Parts and Services	Betty Fernandez	betty.fernandez@state.ma.us	617 720 3133
FAC72	Security Services and Fence Rental	William Funk	william.funk@state.ma.us	617-720-3329
FAC73	Asbestos, Lead and Mold Analysis	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351
FAC74	Pest Control Services	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC76	Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC78	Moving Services and State Surplus Disposal Services	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
FAC79	Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO27A	Catering Services	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO27B	Catering Services and Conference Space	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO27C	Catering Services, Conference Space and Hotel Room Accommodation	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO29	Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO30	Prime Grocers	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO32	Dairy Products	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO33	Baked Goods	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
HLS01	Hazardous Incident Response Equipment	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
HLS02designated MEMA	Disaster Debris Monitoring Services	Tina Urato	tina.urato@state.ma.us	508-820-1423
HLS03designated MEMA	Disaster Debris Management Services	Tina Urato	tina.urato@state.ma.us	508-820-1423
HSP33	Medical Commodities	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP34	Laboratory Supplies and Minor Equipment	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP35	Laboratory Major Equipment, Furnishings and Related Services	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP36	GPO for Medical Commodities & Equipment	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP37	Gases, Cylinder - Related Equipment & Supplies	Peter Etzel	peter.etzel@state.ma.us	617-720-3397

Contract Number	Title	Sourcing Lead	Email	Phone
<u>HSP38</u>	<u>Healthcare Equipment, Furniture, Furnishings and Related Services</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>ITC10DESIGNATE DITDoo</u>	<u>Firewall Software, Hardware, and Services</u>	Annemarie Kates	annemarie.kates@state.ma.us	617-626-4437
<u>ITC44</u>	<u>IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>ITC47</u>	<u>Information Technology Hardware, Project Management, Integration, and Maintenance</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITC49</u>	<u>IT Asset Term Leasing Services</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>ITC54</u>	<u>Data Cable Products and Services</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>ITS09</u>	<u>Reverse Auction Services</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS17</u>	<u>IT Disaster Recovery Services</u>	Annemarie Kates	annemarie.kates@state.ma.us	617-626-4437
<u>ITS19</u>	<u>Oracle Software and Services Contract</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS41DESIGNATE DITD</u>	<u>IBM Software, Maintenance and Technical Support</u>	Annemarie Kates	Annemarie.Kates@state.ma.us	617-626-4437
<u>ITS42</u>	<u>Software Reseller RFR</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS43 Technical Specialist</u>	<u>IT Services - Technical Specialists</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS43SolProv</u>	<u>IT Services - Solution Providers - ITS43SolProv</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS48designatedI TD</u>	<u>ESRI GIS Software and Services Contract</u>	Neil MacGaffey	neil.macgaffey@state.ma.us	617-619-5641
<u>ITS51DESIGNATE DITD</u>	<u>e-Discovery Services</u>	Greg Smith	greg.smith@state.ma.us	617-619-5694
<u>ITS52DESIGNATE DITD</u>	<u>IT Accessibility Services</u>	Sarah Bourne	sarah.bourne@state.ma.us	617-626-4502
<u>ITS53StaffAugCat 1</u>	<u>IT Services - Staff Augmentation Full Service Contractors</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS53StaffAugCat 2a</u>	<u>IT Services - Staff Augmentation Very Low Overhead Contractors - 2a</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS53StaffAugCat 2b</u>	<u>IT Services - Staff Augmentation Very Low Overhead Contractors - 2b</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITT12DESIGNATE DITD</u>	<u>PBX Tenant Services (Shared Switch), ITT12</u>	Raymond Fortier	raymond.fortier@state.ma.us	617-626-4644
<u>ITT19DESIGNATE DITDoo</u>	<u>Remote Access and Virtual Private Networking Services</u>	Annemarie Kates	annemarie.kates@state.ma.us	617-626-4437
<u>ITT40</u>	<u>Two-Way Radio Systems, Equipment & Services</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>ITT46</u>	<u>Network Services</u>	Jeanne Pestana	jeanne.pestana@state.ma.us	617-720-3105
<u>ITT50</u>	<u>Converged Voice and Data Communication Systems, Services and Equipment</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>LAW09</u>	<u>Firearms, Ammunition, Related Training Products, Services and Accessories</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>LAW12</u>	<u>Explosive Ordnance Detection, Mitigation and Disposal Equipment</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>LAW14</u>	<u>Body Armor Vests</u>	William Funk	william.funk@state.ma.us	617-720-3329

Contract Number	Title	Sourcing Lead	Email	Phone
<u>MASSCORINDUS TRIES001</u>	<u>MassCor Industries Contract for Various Commodities & Services</u>	Debbie Correia	dacorreia@doc.state.ma.us	800-222-2211
<u>MED38</u>	<u>Pharmaceutical Prime Vendor</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>MED44</u>	<u>Reference Laboratory Services</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>MED45</u>	<u>Influenza Vaccine for the 2013 - 2014 Flu Season</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>OFF20</u>	<u>Office, School and Library Furniture, Accessories and Installation, Statewide</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF27</u>	<u>Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF28</u>	<u>Office Supplies, Recycled Paper and Envelopes</u>	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
<u>OFF30</u>	<u>Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>OFF30A</u>	<u>Box Sales of Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>OFF31</u>	<u>Small Package Delivery</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>OFF32</u>	<u>Photocopier, Facsimile, Digital Duplicator Equipment and Service, Photocopier, Facsimile, Digital Duplicator and Printer Supplies</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF33</u>	<u>Print, Copy & Mail Services and Printed Promotional Products</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>OFF35</u>	<u>Art & Instructional School Supplies</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF37</u>	<u>Postage and Mail Processing Equipment, Accessories, Services and Supplies</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OVM08</u>	<u>Windshield and Glass Replacement for Vehicles</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>OVM09</u>	<u>Short-term Rental of Various Light Duty Vehicles</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>OVM10</u>	<u>Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles</u>	Richard Wolan	richard.wolan@state.ma.us	
<u>PRF08designated OSC</u>	<u>Ancillary Audit and Accounting Services</u>	Monica Middleton	monica.middleton@state.ma.us	617-973-2617
<u>PRF44Designated OSC</u>	<u>E-PAY Electronic Payments Statewide Contract</u>	Patricia Davis	patricia.davis@state.ma.us	617-973-2332
<u>PRF46</u>	<u>Management Consultants, Program Coordinators and Planner Services</u>	Sorraia Tavares	Sorraia.tavares@state.ma.us	
<u>PRF48</u>	<u>Foreign Language Interpretation and Translation Services</u>	Sorraia Tavares	Sorraia.tavares@state.ma.us	
<u>PRF49</u>	<u>Enterprise Temporary Help Services</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>PRF50</u>	<u>New Media, Marketing, and Advertising Services plus Event Planning</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>PRF51</u>	<u>Training Services</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>PRF53</u>	<u>Travel Management & Related Services</u>	Betty Fernandez	betty.fernandez@state.ma.us	617 720 3133
<u>PRF54</u>	<u>TELP</u>	Maryellen Osborne	Maryellen.Osborne@state.ma.us	617-720-3139
<u>PRF55Designated OSC</u>	<u>DEBT COLLECTION SERVICES</u>	Tim O'Neill	debtcollectioncontract@massmail.state.ma.us	617-973-2424

Contract Number	Title	Sourcing Lead	Email	Phone
<u>PRF56Designated OSC</u>	<u>Audit, Accounting, Compliance, Security and Revenue Recovery (Information Management, Security, PCI Compliance)</u>	Patricia Davis	PRF56datasecurity@state.ma.us	617-973-2656
SSP1202	Sale of scrap metals	Paul Guerino	paul.guerino@state.ma.us	617-720-3146
<u>VEH77A</u>	<u>Scrap Tire Disposal Services</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH83</u>	<u>New Tires, Retreads/ Retreading and Total Tire Management Program</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH84</u>	<u>Fuel Card & Fuel Management Services</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH84A</u>	<u>Vehicle Maintenance Management Services & Accident Subrogation Services</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
VEH87	Pre-Mixed Sodium and Calcium Chloride	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH89</u>	<u>Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH91</u>	<u>Sodium Chloride (Road Salt) furnish and delivery</u>	William Funk	william.funk@state.ma.us	617-720-3329
<u>VEH92</u>	<u>Traffic Safety Products</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH93</u>	<u>Heavy Duty Vehicles</u>	James Ferri	james.ferri@state.ma.us	617-720-3168
<u>VEH94</u>	<u>School Buses: Purchase & Maintenance - Maintenance ONLY</u>	William Funk	william.funk@state.ma.us	617-720-3329

Commodity or Service

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Access Control Systems	FAC64	Security Surveillance and Access Control Systems	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Accident Subrogation Services (Vehicles)	VEH84A	Vehicle Maintenance Management Services & Accident Subrogation Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Accounting and Audit Services, Ancillary	PRFo8designatedOSC	Ancillary Audit and Accounting Services	Monica Middleton	617-973-2617	monica.middleton@state.ma.us
Advertising and Marketing Services	PRF50	New Media, Marketing, and Advertising Services plus Event Planning	William Funk	617-720-3329	william.funk@state.ma.us
Ammunition	LAW09	Firearms, Ammunition, Related Training Products, Services and Accessories	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Ancillary Audit and Accounting Services	PRFo8designatedOSC	Ancillary Audit and Accounting Services	Monica Middleton	617-973-2617	monica.middleton@state.ma.us
Antifreeze (Remanufactured), Re-Refined Motor Oil, and Other Lubricants	VEH89	Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Appliance Services, repair and maintenance	FAC70APPLIANCE	Appliance Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Art Supplies	OFF35	Art & Instructional School Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Asbestos Analysis	FAC73	Asbestos, Lead and Mold Analysis	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Asphalt / Paving, repair and maintenance	FAC70ASPHALTPAVING	Asphalt / Paving and Related Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Auctioneer Services	SSP920	Auctioneer Services	Paul Guerino	617-720-3146	paul.guerino@state.ma.us
Auctions, Reverse	ITS09	Reverse Auction Services	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories-- BOX SALES	OFF30A	Box Sales of Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services	OFF30	Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Audit and Accounting Services, Ancillary	PRFo8designatedOSC	Ancillary Audit and Accounting Services	Monica Middleton	617-973-2617	monica.middleton@state.ma.us
Audit Services (Information Management Systems)	PRF56designatedOSC	Audit, Accounting, Compliance, Security, and Revenue Recovery (Information Management, Security, PCI Compliance)	Patricia Davis	617-973-2656	PRF56datasecurity@state.ma.us
Baked Goods	GRO33	Baked Goods	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Bio-Diesel	ENE33	Statewide Contract for Bio-Diesel	James Ferri	617-720-3168	james.ferri@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Body Armor Vests	LAW14	Body Armor Vests	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Boilers, repair and maintenance	FAC70BOILER	Boilers - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Bottled Water	GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Cabling Services for Data Infrastructure (Non-Construction related low voltage)	ITC54	Data Cable Products and Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Carpentry, repair and maintenance	FAC70CARPENTER	Carpenters Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Carpet Products and Installation	FAC63	Carpet and Flooring Products and Installation	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Catch Basin Cleaning	FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Catering Services	GRO27A	Catering Services	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Catering Services with Conference Space	GRO27B	Catering Services and Conference Space	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Catering Services with Conference Space and Hotel Accommodation	GRO27C	Catering Services, Conference Space and Hotel Room Accommodation	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Chemicals, Water Treatment	FAC80	Water Treatment Chemicals and Systems	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Cleaning Restoration	FAC70CLEANINGRESTOR0	Cleaning Restoration Services- Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Cleaning, Green	FAC59	Green Cleaning Products, Programs, Equipment & Supplies	Marcia Deegler	617-720-3304	marcia.deegler@state.ma.us
Clothing	CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Clothing Accessories	CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Clothing, Rental	CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Collection (Debt) Services	PRF55DesignatedOSC	Debt Collection Services	Tim O'Neill	617-973-2424	debtcollectioncontract@mass mail.state.ma.us
Commercial Grade Foodservice Supplies & Equipment	GRO29	Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Compactors	FAC61designatedDEP	Recycling Containers and Compost Bins	Ann McGovern	617-292-5834	ann.mcgovern@state.ma.us
Compost Bins	FAC61designatedDEP	Recycling Containers and Compost Bins	Ann McGovern	617-292-5834	ann.mcgovern@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Compressor, repair and maintenance	FAC70COMPRESSOR	Compressor Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Computer Peripherals	ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Computer Peripherals, Apple	ITC44	IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Computers	ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Computers, Apple	ITC44	IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Conference Space with Catering Services	GRO27B	Catering Services and Conference Space	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Conference Space with Catering Services and Hotel Accommodation	GRO27C	Catering Services, Conference Space and Hotel Room Accommodation	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Copy, Print & Mail Services	OFF33	Print, Copy & Mail Services and Printed Promotional Products	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Cylinder Gases	HSP37	Gases Cylinder - Related Equipment & Supplies	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Dairy Products	GRO32	Dairy Products	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Data Infrastructure (Non-Construction related low voltage) Cabling Services and Maintenance	ITC54	Data Cable Products and Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Debris Management Services (Disaster-related)	HLS03designedMEMA	Disaster Debris Management Services	Tina Urato	508-820-1423	tina.urato@state.ma.us
Debris Monitoring Services (Disaster-related)	HLS02designedMEMA	Disaster Debris Monitoring Services	Tina Urato	508-820-1423	tina.urato@state.ma.us
Debt Collection Services	PRF55DesignedOSC	Debt Collection Services	Tim O'Neill	617-973-2424	debtcollectioncontract@massmail.state.ma.us
Delivery, Small Packages	OFF31	Small Package Delivery	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Demand Response Services	FAC56designedDCAM	Demand Response Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Diagnostic Testing, Environmental	FAC60	Environmental Diagnostic Testing and Monitoring Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Diesel (Bio-Diesel)	ENE33	Statewide Contract for Bio-Diesel	James Ferri	617-720-3168	james.ferri@state.ma.us
Diesel (ultra low sulfur)	ENE32	Ultra Low Sulfur Diesel	James Ferri	617-720-3168	james.ferri@state.ma.us
Digital Duplicator, Photocopier, Facsimile Equipment, Service and Supplies	OFF32	Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Disaster Debris Management Services	HLS03designatedMEMA	Disaster Debris Management Services	Tina Urato	508-820-1423	tina.urato@state.ma.us
Disaster Debris Monitoring Services	HLS02designatedMEMA	Disaster Debris Monitoring Services	Tina Urato	508-820-1423	tina.urato@state.ma.us
Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services	OFF27	Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Doors (glass), repair and maintenance	FAC70GLASS	Glass/Window/Doors - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Doors (overhead), repair and maintenance	FAC70OVERHEADDOORS	Overhead Doors and Related Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Drain Cleaning	FAC70DRAIN	Drain Cleaning Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Duct Service, repair and maintenance	FAC70KITCHENEXHAUST	Kitchen Exhaust / Duct Service - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
eDiscovery Services	ITS51designatedITD	eDiscovery Services	Linda Hamel	617-626-4413	linda.hamel@state.ma.us
Electrical, repair and maintenance	FAC70ELECTRICIAN	Electrician - Tradespersons Repair and Maintenance	William Funk	617-720-3329	william.funk@state.ma.us
Electricity	ENE30	Statewide Contract for Electricity	James Ferri	617-720-3168	james.ferri@state.ma.us
Elevator, repair and maintenance	FAC70ELEVATOR	Elevator Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Emergency Bottled Water	GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Emergency Medical Equipment, Supplies, Services, Repairs	FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
EMS/Fire Equipment, Supplies, Services, Repairs	FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Energy Contracts Pricing Index for FY2014	ENEFY14	Energy Contracts Pricing Index for FY2014	James Ferri	617-720-3168	james.ferri@state.ma.us
Enterprise Temporary Help Services	PRF49	Enterprise Temporary Help Services	William Funk	617-720-3329	william.funk@state.ma.us
Envelopes and Paper (Recycled)	OFF28	Office Supplies, Recycled Paper and Envelopes	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Environmental Diagnostic Testing & Monitoring	FAC60	Environmental Diagnostic Testing and Monitoring Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
E-PAY Electronic Payments	PRF44DesignatedOSC	E-PAY Electronic Payments Statewide Contract	Patricia Davis	617-973-2332	patricia.davis@state.ma.us
ESRI GIS Software and Services	ITS48designatedITD	ESRI GIS Software and Services	Neil MacGaffey	617-619-5641	neil.macgaffey@state.ma.us
Event Planning	PRF50	New Media, Marketing, and Advertising Services plus Event Planning	William Funk	617-720-3329	william.funk@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Excavation, repair and maintenance	FAC70EXCAVATION	Excavation Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Explosive Ordnance Detection, Mitigation and Disposal Equipment	LAW12	Explosive Ordnance Detection, Mitigation and Disposal Equipment	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Facsimile, Photocopier, Digital Duplicator Equipment, Service and Supplies	OFF32	Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Fence Rental	FAC72	Security Services and Fence Rental	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Fences, repair and maintenance	FAC70FENCE	Fence Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Fire Extinguisher, repair and maintenance	FAC70FIREEXTINGUISHE	Fire Extinguisher Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Fire/EMS Equipment, Supplies, Services, Repairs	FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Firearm Training Products and Services	LAW09	Firearms, Ammunition, Related Training Products, Services and Accessories	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Firearms and Accessories	LAW09	Firearms, Ammunition, Related Training Products, Services and Accessories	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Firewall Software, Hardware, and Services	ITC10DESIGNATEDITD00	Firewall Software, Hardware, and Services	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
Flooring Products and Installation	FAC63	Carpet and Flooring Products and Installation	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Flu Vaccine	MED45	Influenza Vaccine for the 2013 - 2014 Flu Season	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Food and Groceries	GRO30	Prime Grocer(s)	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Foodservice Supplies & Equipment, Institutional Commercial Grade	GRO29	Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Footwear	CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Foreign Language Interpretation and Translation Services	PRF48	Foreign Language Interpretation and Translation Services	William Funk	617-720-3329	william.funk@state.ma.us
Fuel Card & Fuel Management Services (Vehicles)	VEH84	Fuel Card & Fuel Management Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Fuel Management Services (Vehicles)	VEH84	Fuel Card & Fuel Management Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Furniture and Accessories for Offices, Schools, and Libraries	OFF20	Office, School and Library Furniture, Accessories and Installation, Statewide	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Gases, Cylinder	HSP37	Gases Cylinder - Related Equipment & Supplies	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Gasoline	ENE31	Unleaded Gasoline	James Ferri	617-720-3168	james.ferri@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
General Contractor, repair and maintenance	FAC70GENER ALCONTR	General Contractor - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Generators, repair and maintenance	FAC70GENER ATOR	Generators / Turbine Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Glass and Windshield Replacement for Vehicles	OVM08	Windshield and Glass Replacement for Vehicles	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Glass Doors, repair and maintenance	FAC70GLASS	Glass/Window/Doors - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Glass Windows, repair and maintenance	FAC70GLASS	Glass/Window/Doors - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Green Cleaning (products, equipment, programs)	FAC59	Green Cleaning Products, Programs, Equipment & Supplies	Marcia Deegler	617-720-3304	marcia.deegler@state.ma.us
Green Roof Products	FAC79	Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Groceries	GRO30	Prime Grocer(s)	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Hazardous Incident Response Equipment	HLS01	Hazardous Incident Response Equipment	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Hazardous Waste	FAC53	Hazardous, Medical and Hard- to-Manage Waste Collection, Disposal and Emergency Response	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
HazMat Collection & Disposal	FAC53	Hazardous, Medical and Hard- to-Manage Waste Collection, Disposal and Emergency Response	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
HazMat Incident Response Equipment	HLS01	Hazardous Incident Response Equipment	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Healthcare Equipment	HSP38	Healthcare Equipment, Furniture, Furnishings and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Healthcare Furniture	HSP38	Healthcare Equipment, Furniture, Furnishings and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Heating Fuel (residual)	ENE39	No.4 & No.6 Residual Heating Fuel	James Ferri	617-720-3168	james.ferri@state.ma.us
Heating Oil	ENE34	No. 2 Heating Oil Contract	James Ferri	617-720-3168	james.ferri@state.ma.us
Heavy Duty Vehicles	VEH93	Heavy Duty Vehicles	James Ferri	617-720-3168	james.ferri@state.ma.us
HVAC, repair and maintenance	FAC70HVACS HEETMETAL	HVAC / Sheet Metal Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Hygiene Supplies	CLTo7	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
IBM Software, Maintenance and Technical Support	ITS41designat edITD	IBM Software, Maintenance and Technical Support	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Imaging Equipment, Software, Supplies and Services	OFF27	Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Influenza Vaccine	MED45	Influenza Vaccine for the 2013 - 2014 Flu Season	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Institutional Commercial Grade Foodservice Supplies and Equipment	GRO29	Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Instructional School Supplies	OFF35	Art & Instructional School Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Interpreter Services (Foreign Language)	PRF48	Foreign Language Interpretation and Translation Services	William Funk	617-720-3329	william.funk@state.ma.us
IT Accessibility Services	ITS52designatedITD	IT Accessibility Services	Sarah Bourne	617-626-4502	sarah.bourne@state.ma.us
IT Asset Lease Services	ITC49	IT Asset Lease Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
IT Disaster Recovery Services	ITS17	IT Disaster Recovery Services	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
IT Hardware Project Management, Integration, and Maintenance	ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
IT Hardware, Apple & HP	ITC44	IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
IT Remote Access Services	ITT19designatedITDoo	Remote Access and Virtual Private Networking Services	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
IT Services - Solution Providers	ITS43SolProv	IT Services - Solution Providers	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
IT Services - Staff Augmentation Full Service Contractors	ITS53StaffAugCat1	IT Services - Staff Augmentation Full Service Contractors	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
IT Services - Staff Augmentation Very Low Overhead Contractors - Vendor Employee	ITS53StaffAugCat2a	IT Services - Staff Augmentation Very Low Overhead Contractors - 2a	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
IT Services - Staff Augmentation Very Low Overhead Contractors - Vendor Subcontracted	ITS53StaffAugCat2b	IT Services - Staff Augmentation Very Low Overhead Contractors - 2b	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
IT Services - Technical Specialists	ITS43TechnicalSpecialist	IT Services - Technical Specialists	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Janitorial Services	FAC67	Janitorial Services - Environmentally Preferable	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Kitchen Exhaust, repair and maintenance	FAC70KITCHENEXHAUST	Kitchen Exhaust / Duct Service - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Laboratory (Reference) Services	MED44	Reference Laboratory Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Laboratory Equipment (major)	HSP35	Laboratory Major Equipment, Furnishings and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Laboratory Equipment (minor)	HSP34	Laboratory Supplies and Minor Equipment	Peter Etzel	617-720-3397	peter.etzel@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Laboratory Furnishings	HSP35	Laboratory Major Equipment, Furnishings and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Laboratory Supplies	HSP34	Laboratory Supplies and Minor Equipment	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Laboratory Testing, Environmental	FAC60	Environmental Diagnostic Testing and Monitoring Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Landscaping Products	FAC79	Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Landscaping Services	FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Laptops	ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Lawns & Grounds Equipment, snowblowers, lawnmowers, wood chippers, etc.	FAC71	Lawns & Ground Equipment, Parts and Services	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Lead Analysis	FAC73	Asbestos, Lead and Mold Analysis	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Lease Financing for IT Assets	ITC49	IT Asset Lease Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Library, Office and School Furniture and Accessories	OFF20	Office, School and Library Furniture, Accessories and Installation, Statewide	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Mail and Postage Processing Equipment, Services and Supplies	OFF37	Multi-State Postage and Mail Processing Equipment, Accessories, Services and Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Management Consultants, Program Coordinators and Planner Services	PRF46	Management Consultants, Program Coordinators and Planner Services	William Funk	617-720-3329	william.funk@state.ma.us
Marketing and Advertising Services	PRF50	New Media, Marketing, and Advertising Services plus Event Planning	William Funk	617-720-3329	william.funk@state.ma.us
Masonry, repair and maintenance	FAC70MASO NRY	Masonry Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
MassCor Industries Contract for Various Commodities & Services	MASSCORIN DUSTRIES001	MassCor Industries Contract for Various Commodities & Services	Debbie Correia	508-850-1071	debbie.correia@state.ma.us
Medical (Emergency) Equipment, Supplies, Services, Repairs	FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Medical Commodities & Equipment Group Purchasing Organization	HSP36	GPO for Medical Commodities & Equipment	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Medical Commodities, Disposables, Supplies	HSP33	Medical Commodities	Peter Etzel	617-720-3397	peter.etzel@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Medical Equipment	HSP38	Healthcare Equipment, Furniture, Furnishings and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Medical Waste Services	FAC53	Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Metal (Scrap) Sales	SSP1202	Sale of scrap metals	Paul Guerino	617-720-3146	paul.guerino@state.ma.us
Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services	OFF27	Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Mold Analysis	FAC73	Asbestos, Lead and Mold Analysis	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Motor and Pump Services, repair and maintenance	FAC70PUMP MOTOR	Pumps and Motor Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Motor Oil (Re-refined), Remanufactured Antifreeze, and Other Lubricants	VEH89	Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Motorized Vehicle Parts	VEH89	Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Moving Services	FAC78	Moving Services and State Surplus Disposal Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
MRO (Maintenance, Repair, and Operations) Products and Equipment	FAC76	Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Natural Gas	ENE38	Statewide Contract for Natural Gas	James Ferri	617-720-3168	james.ferri@state.ma.us
Network Services	ITT46	Network Services	Jeanne Pestana	617-720-3105	jeanne.pestana@state.ma.us
New Media, Marketing, and Advertising Services	PRF50	New Media, Marketing, and Advertising Services plus Event Planning	William Funk	617-720-3329	william.funk@state.ma.us
Office Supplies, Recycled Paper and Envelopes	OFF28	Office Supplies, Recycled Paper and Envelopes	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Office, School and Library Furniture and Accessories	OFF20	Office, School and Library Furniture, Accessories and Installation, Statewide	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Oil (Heating)	ENE34	No. 2 Heating Oil Contract	James Ferri	617-720-3168	james.ferri@state.ma.us
Oracle Software and Services	ITS19	Oracle Software and Services Contract	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Overhead Doors, repair and maintenance	FAC70OVERH EADDOORS	Overhead Doors and Related Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Package (small) Delivery	OFF31	Small Package Delivery	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Painting Services	FAC70PAINTING	Painting Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Paper and Envelopes (Recycled)	OFF28	Office Supplies, Recycled Paper and Envelopes	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Paving, repair and maintenance	FAC70ASPHALTPAVING	Asphalt / Paving and Related Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Payment Card Industry Audit Services	PRF56designatedOSC	Audit, Accounting, Compliance, Security, and Revenue Recovery (Information Management, Security, PCI Compliance)	Patricia Davis	617-973-2656	PRF56datasecurity@state.ma.us
PBX Tenant Services (Shared Switch)	ITT12designatedITD	PBX Tenant Services (Shared Switch)	Brad Steele	617-626-4645	brad.steele@state.ma.us
Personal Care	CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Pest Control	FAC74	Pest Control Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Pharmaceutical GPO	MED39	Pharmaceutical GPO	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Pharmaceuticals	MED38	Pharmaceutical Prime Vendor	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Photocopier, Facsimile, Digital Duplicator Equipment, Service and Supplies	OFF32	Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Planner Services, Management Consultants, Program Coordinators	PRF46	Management Consultants, Program Coordinators and Planner Services	William Funk	617-720-3329	william.funk@state.ma.us
Plastic bags, trash (imprinted, recycled)	FAC55designatedDEP	Imprinted Plastic Trash Bags, Recycled	Jack Flynn	617-292-5965	jack.flynn@state.ma.us
Playground Equipment	FAC79	Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Plumbing Services, repair and maintenance	FAC70PLUMBING	Plumber - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Police Equipment, Supplies, Services, Repairs	FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Postage and Mail Processing Equipment, Services and Supplies	OFF37	Multi-State Postage and Mail Processing Equipment, Accessories, Services and Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Prime Grocers	GRO30	Prime Grocer(s)	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Print, Copy & Mail Services and Printed Promotional Products	OFF33	Print, Copy & Mail Services and Printed Promotional Products	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Printer Toner and Supplies	OFF32	Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Printers	ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Printers, HP	ITC44	IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Program Coordinators, Management Consultants and Planner Services	PRF46	Management Consultants, Program Coordinators and Planner Services	William Funk	617-720-3329	william.funk@state.ma.us
Promotional Products (Printed)	OFF33	Print, Copy & Mail Services and Printed Promotional Products	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Propane	ENE35	Statewide Contract for Propane	James Ferri	617-720-3168	james.ferri@state.ma.us
Pumps and Motor Services, repair and maintenance	FAC70PUMP MOTOR	Pumps and Motor Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Radio (two-way) Systems	ITT40	Two-Way Radio Systems, Equipment & Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Rain Barrels	FAC61designatedDEP	Recycling Containers and Compost Bins	Ann McGovern	617-292-5834	ann.mcgovern@state.ma.us
Recycled Paper and Envelopes	OFF28	Office Supplies, Recycled Paper and Envelopes	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Recycling Containers	FAC61designatedDEP	Recycling Containers and Compost Bins	Ann McGovern	617-292-5834	ann.mcgovern@state.ma.us
Recycling Services	FAC33	Solid Waste and Recycling Services	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Reference Laboratory Services	MED44	Reference Laboratory Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Renewable and Alternative Energy Portfolio Standards Services	FAC68designatedDCAM	Renewable and Alternative Energy Portfolio Standards Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
Restoration Cleaning	FAC70CLEANINGRESTOR0	Cleaning Restoration Services- Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Revenue Recovery System Audit Services	PRF56designatedOSC	Audit, Accounting, Compliance, Security, and Revenue Recovery (Information Management, Security, PCI Compliance)	Patricia Davis	617-973-2656	PRF56datasecurity@state.ma.us
Reverse Auction Services	ITS09	Reverse Auction Services	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Reverse Osmosis, Water	GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Road Salt (Sodium Chloride) furnish and delivery	VEH91	Sodium Chloride (Road Salt) furnish and delivery	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Roofing, repair and maintenance	FAC70ROOFING	Roofing Service -Tradesperson Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
School Buses - Maintenance	VEH94	School Buses: Purchase & Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
School Supplies, Instructional	OFF35	Art & Instructional School Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
School, Office and Library Furniture and Accessories	OFF20	Office, School and Library Furniture, Accessories and Installation, Statewide	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Scrap Metal Sales	SSP1202	Sale of scrap metals	Paul Guerino	617-720-3146	paul.guerino@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Scrap Tire Disposal Services	VEH77A	Scrap Tire Disposal Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Security Services	FAC72	Security Services and Fence Rental	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Security Systems	FAC64	Security Surveillance and Access Control Systems	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Septic, repair and maintenance	FAC70SEPTIC	Septic Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Sheet Metal, repair and maintenance	FAC70HVACS HEETMETAL	HVAC / Sheet Metal Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Signage, repair and maintenance	FAC70SIGNA GE	Signage Repair and Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Small Package Delivery	OFF31	Small Package Delivery	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Snow Removal	FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Sodium and Calcium Chloride (Pre-Mixed)	VEH87	Pre-Mixed Sodium and Calcium Chloride	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Sodium Chloride (Road Salt) furnish and delivery	VEH91	Sodium Chloride (Road Salt) furnish and delivery	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Software Reseller RFR	ITS42	Software Reseller RFR	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Software, ESRI	ITS48designatedITD	ESRI GIS Software and Services	Neil MacGaffey	617-619-5641	neil.macgaffey@state.ma.us
Software, IBM	ITS41designatedITD	IBM Software, Maintenance and Technical Support	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
Software, Oracle	ITS19	Oracle Software and Services Contract	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
Solid Waste Services	FAC33	Solid Waste and Recycling Services	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Surplus Disposal Services	FAC78	Moving Services and State Surplus Disposal Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Surveillance Systems	FAC64	Security Surveillance and Access Control Systems	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Tax Exempt Lease Purchase (TELP)	PRF54	TELP	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
TELP	PRF54	TELP	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Temporary Help Services, Enterprise	PRF49	Enterprise Temporary Help Services	William Funk	617-720-3329	william.funk@state.ma.us
Tire (Scrap) Disposal Services	VEH77A	Scrap Tire Disposal Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Tire Management Program	VEH83	New Tires, Retreads/ Retreading and Total Tire Management Program	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Tire Retreading	VEH83	New Tires, Retreads/ Retreading and Total Tire Management Program	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Tires, New	VEH83	New Tires, Retreads/ Retreading and Total Tire Management Program	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Tires, Retread	VEH83	New Tires, Retreads/ Retreading and Total Tire Management Program	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Toner	OFF32	Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
Traffic Safety Products	VEH92	Traffic Safety Products	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Training Services Information Technology and Professional Development	PRF51	Training Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Translation Services (Foreign Language)	PRF48	Foreign Language Interpretation and Translation Services	William Funk	617-720-3329	william.funk@state.ma.us
Trash Bags: imprinted, plastic, recycled	FAC55designatedDEP	Imprinted Plastic Trash Bags, Recycled	Jack Flynn	617-292-5965	jack.flynn@state.ma.us
Travel Management Services	PRF53	Travel Management Services	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Tree Trimming	FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Turbine, repair and maintenance	FAC70GENERATOR	Generators / Turbine Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Two-Way Radio Systems, Equipment & Services	ITT40	Two-Way Radio Systems, Equipment & Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Uniforms	CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Vaccine, Influenza	MED45	Influenza Vaccine for the 2013 - 2014 Flu Season	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
Vehicle (Light Duty) Short-term Rental	OVM09	Short-term Rental of Various Light Duty Vehicles	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Vehicle Accident Subrogation Services	VEH84A	Vehicle Maintenance Management Services & Accident Subrogation Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Vehicle Fuel Card & Fuel Management Services	VEH84	Fuel Card & Fuel Management Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Vehicle Lubricants, including Re-Refined Motor Oil and Remanufactured Antifreeze	VEH89	Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Vehicle Maintenance Management Services	VEH84A	Vehicle Maintenance Management Services & Accident Subrogation Services	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Vehicle Parts (Motorized)	VEH89	Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Vehicle Windshield and Glass Replacement	OVM08	Windshield and Glass Replacement for Vehicles	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Vehicles (purchase)	OVM10	Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us
Vehicles, Heavy Duty	VEH93	Heavy Duty Vehicles	James Ferri	617-720-3168	james.ferri@state.ma.us
Vests, Body Armor	LAW14	Body Armor Vests	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Veterinary Services	SP13-VET-K80	Veterinary Services	Cheri Lee	508-820-2148	cheri.lee@state.ma.us
Video, Audio, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories-- BOX SALES	OFF30A	Box Sales of Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Video, Audio, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services	OFF30	Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Virtual Private Networking (VPN) Services	ITT19designatedITD00	Remote Access and Virtual Private Networking Services	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
Voice & Data Communication Systems	ITT50	Converged Voice and Data Communication Systems, Services, and Equipment	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
Waste Services (HazMat)	FAC53	Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Waste Services (medical)	FAC53	Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Waste Services (solid)	FAC33	Solid Waste and Recycling Services	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Water Filtration Services	GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Water Treatment Alternative Systems	FAC80	Water Treatment Chemicals and Systems	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Water Treatment Chemicals	FAC80	Water Treatment Chemicals and Systems	Dana Cerrito	617-720-3328	dana.cerrito@state.ma.us
Water, bottled	GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
Water, Reverse Osmosis	GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us

Product	Contract Number	Title	Sourcing Lead	Phone	Email
Welding, repair and maintenance	<u>FAC70WELDING</u>	<u>Welding Service - Tradespersons Repair and Maintenance</u>	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Windows, repair and maintenance	<u>FAC70GLASS</u>	<u>Glass/Window/Doors - Tradespersons Repair and Maintenance</u>	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
Windshield and Glass Replacement for Vehicles	<u>OVM08</u>	<u>Windshield and Glass Replacement for Vehicles</u>	Kathleen Reilly	617-720-3128	kathy.reilly@state.ma.us

Broad Category

If you do not see your commodity or service on a Statewide Contract listed above, contact the Strategic Sourcing Services Lead listed below.

Strategic Sourcing Services Director:

Kathleen Reilly

kathy.reilly@state.ma.us

617-720-3128

Strategic Sourcing Services Managers:

William Funk

william.funk@state.ma.us

617-720-3329

Tim Kennedy

tim.kennedy@state.ma.us

617-720-3107

Strategic Sourcing Services Lead	Category and Brief Description
Marcia Deegler Director of the EPP Program 617-720-3356 marcia.deegler@state.ma.us	Green Cleaning Products, Programs, Equipment and Supplies – Cleaning products that are 3 rd party certified as environmentally preferable, disinfectants and sanitizers, janitorial paper goods, trash can liners, cleaning equipment indoor/out mats, supplies, and non-chemical technologies.
Peter Etzel Strategic Sourcing Services Lead 617-720-3397 peter.etzel@state.ma.us	Facilities (Moving Services) – FAC78, Moving and State Surplus Disposal Services Healthcare Commodities and Services – HSP and MED contracts for: Pharmaceuticals; Vaccines; Medical Commodities and Equipment; Laboratory Products; Maintenance and Repair of Medical, Dental & Laboratory Equipment; Gases Medical, Laboratory & Industrial; Medical Lab Tests. Professional Services – Training Services – PRF51 Training Services is intended to provide Training Services to public employees and workers in training areas that are not highly specialized.
Betty Fernandez Strategic Sourcing Services Lead 617-720-3133 betty.fernandez@state.ma.us	Facilities (Lawns & Grounds Equipment, Parts & Services) FAC71 –The Equipment included in this contract has been identified in 11 categories. Food – Groceries and related products, Equipment and services - Food preparation products & equipment, Prime grocer, Food auditing services, Catering, Dairy products, Baked commodities, Bottled water. Public Safety/Law Enforcement Equipment, Supplies and Services – Firefighting equipment only. Travel Management Services PRF53 - The Travel Managements and Related Services provide online booking services for any travel, air, or hotel within the U.S..
James Ferri Strategic Sourcing Services Lead 617-720-3168 james.ferri@state.ma.us	Energy (Utilities and Fuels) – Electricity, natural gas, distillate oil, residual oil, gasoline, diesel fuel, propane and utility bill audits.
William Funk Strategic Sourcing Services Manager 617-720-3329	Facilities (Materials, Repairs, and Operations) – Commodities and services related to the maintenance and operation of physical plants & property (e.g., building materials, trade work, lawn & grounds equipment, etc.).

Strategic Sourcing Services Lead	Category and Brief Description
william.funk@state.ma.us	<p>Professional Services – Human Resource and Legal Services – Service contracts for our professionals who work for the Commonwealth are the focus of the Professional Services category.</p> <p>Financial Services (Professional Services) – Services related to financial disbursement and collection of monies by Commonwealth financial professionals. Corporations may provide electronic payment processing, cost recovery services, debt collection (in conjunction with Office of State Comptroller).</p> <p>Legal Support Services (Professional Services) – There are no related contracts in this area at this time.</p> <p>Human Resources (Professional Services) – Services or personnel related to the provision of Human Resource professionals. Agencies or individual persons may provide contracted services in the following areas: management consultants, writers, performers/actors, temporary help, archivists/librarians, interpreters/translators, records managers, training, meteorologists, and marketing.</p> <p>Animals and Animal Supplies – Veterinary services, feed and general supplies.</p> <p>Clothing – Clothing, uniforms, footwear, accessories and hygiene supplies.</p> <p>Public Safety/Law Enforcement Equipment, Supplies and Services – Body Armor Vests, Debris Management, Debris Monitoring; Explosive Ordnance Detection, Mitigation & Disposal Equipment; Firearms, Ammunition, Related Training, Services & Accessories Security Services; Security Services; Explosive Ordnance Detection, Mitigation & Disposal Equipment.</p> <p>Highway Related Services – Road Materials: Sodium Chloride, Road Salt (Furnish & Delivery).</p>
Tim Kennedy Strategic Sourcing Services Manager 617-720-3107 tim.kennedy@state.ma.us	<p>Information Technology, Hardware – Cable Products & Services, Two-Way Radio Equipment & Services</p> <p>Information Technology Services – IT Asset Leasing Services</p>
Marge MacEvitt Strategic Sourcing Services Lead 617-720-3121 marge.macevitt@state.ma.us	<p>Information Technology, Hardware – Computers, peripherals, related hardware, network integration, and support services.</p> <p>Information Technology, Software & Services – Software, IT services (Technical Specialists, Staff Augmentation, Solution Providers, Business Process Reengineering, Software Publishers, and Reverse Auctions).</p>
Maryellen Osborne Strategic Sourcing Services Lead 617-720-3139 maryellen.osborne@state.ma.us	<p>Office, Recreational, Educational Equipment, Supplies and Services – Photocopier, Laser Printer, Facsimile Equipment and Supplies, Micrographic & Imaging Equipment, Supplies & Services, Office, School & Library Furniture, Postage & Mail Processing Equipment, Apple Products & Printers.</p>
Jeanne Pestana Strategic Sourcing Services Lead (617) 720-3105 jeanne.pestana@state.ma.us	<p>Network Services and Equipment – Network services and equipment including PBX, voice, data, and cellular, internet access and hosting services.</p>

3. Familiarize yourself with the Contract User Guide

If you find the appropriate Statewide Contract listed above, look up the Statewide Contract on [Comm-PASS](#) or COMMBUYS to understand what's available on it. Find the Contract User Guide under the "Forms & Terms" tab of the Statewide Contract or on the [Statewide Contract User Guide page of the OSD website](#). Contract User Guides help you understand key elements of the contract so you can use it effectively: to make informed decisions, more easily place orders, and improve efficiency. Each Contract User Guide contains:

- ▼ Contract summary (including category names).
 - ▼ Benefits and cost savings.
 - ▼ Pricing and purchase options.
 - ▼ Contract counties or regions.
 - ▼ Vendor list and contract information.
 - ▼ Other terms, conditions, and specifications.
-

4. Assess your needs

Figure out the factors you need for the commodity or service. You may seek out more competitive pricing for higher volume purchases by contacting the listed SSSL to identify other entities with similar purchasing needs and aggregate your joint purchase.

5. Save even more

Before you speak with vendors, check the OSD website to see if there's a [\\$ave\\$mart offer](#) for limited time, additional cost savings for what you'd like to purchase. \$ave\$mart offers give eligible entities greater savings on Statewide Contracts, freeing up funds to accomplish goals. The OSD also posts offers under the "Vendor" tab of the listed Statewide Contract on [Comm-PASS](#).

6. Negotiate with Statewide Contract vendors

If you decide to make the purchase without other eligible entities, contact the active vendors listed on the Statewide Contract. You often have a choice of contractors on Statewide Contracts from which to select, with a range of rates, added value features, and prompt payment discount options. (Many Statewide Contracts contain rates that represent the ceiling or the highest rates they can charge to the Commonwealth.)

When speaking with vendor representatives, identify the number of the Statewide Contract from which you will purchase. Include the Statewide Contract number on all vendor correspondences.

We strongly encourage and sometimes require you to request quotes from at least three qualified contractors, if specified in the Contract User Guide. Provide these additional contractors with specifications of what you need.

7. Document

Procurement laws and regulations require you to maintain transaction documentation associated with Statewide Contracts. Documentation may include, but is not limited to:

- ▼ Pre-planning documents, including activities related to contractor selection and negotiation.

- ▼ Copies of all invoices, including rejected invoices and notices to contractors with an explanation for each return.
- ▼ An accounting of all payments made.
- ▼ Copies of written notices, faxes, and other correspondence with vendors.
- ▼ An agreement documenting the receivables and deliverables within a statement of work, including information related to any service disputes, any complaints, and their respective resolutions.
- ▼ Reports submitted by the vendor.
- ▼ Any other relevant information about the vendor and his performance.

8. Take advantage of Prompt Payment Discounts (PPD)

Pay within the number of days specified to receive a discount. You can receive discounts for 10-day, 15-day, 20-day, and 30-day payment turnarounds.

To determine if the Statewide Contract you are using offers a PPD, go to the [Statewide Contract User Guide page of the OSD website](#) or to [Comm-PASS](#), search for the Statewide Contract, and view the available vendors. Vendors who offer a PPD are designated with a lightning bolt ⚡ symbol. If you do not see a lightning bolt, check the OSD Contract User Guide under the “Forms and Terms” tab in Comm-PASS to see if a PPD is available. If you still have questions, contact the SSSL listed in the Statewide Contract.

9. Give feedback to your SSSL

Contact the SSSL or Strategic Sourcing Services Manager listed in the [Comm-PASS](#) Statewide Contract “Issuer(s)” tab if:

- ▼ You believe you can get a better deal from a vendor not on Statewide Contract. Statewide Contractors want to be competitive and are often motivated to beat a competitor’s offer.
- ▼ You plan a large purchase. The SSSL can help negotiate volume discounts.
- ▼ You have questions or comments on a particular Statewide Contract. We seek to improve Statewide Contracts and value your feedback.

10. Learn best practices

The OSD helps you understand how to purchase using Statewide Contracts through [free instructor-led training and distance learning](#). We offer [courses](#) to Commonwealth Executive Departments and those departments conforming to 801 CMR 21:00.

Interactive classroom training courses

Essentials of State Procurement | Full day (open to Commonwealth Agencies only)

A comprehensive overview of the Commonwealth procurement process for both how to use Statewide Contracts and what to do if what you want to buy isn’t on a Statewide Contract. Learn:

- ▼ How to search for a commodity or service using Comm-PASS.
- ▼ How to properly and efficiently use Statewide Contracts.
- ▼ How to conduct your Department’s own procurements in compliance with all applicable statutes, regulations, and policies.

Discovering Statewide Contracts: Information, Demonstration & Application | Half day (open to all Eligible Entities)

Through hands-on exercises, this course covers how to use Statewide Contracts and Comm-PASS (the first half of what you learn in Essentials of Procurement).

Strategic Sourcing Certificate Program | 5 days (open to Commonwealth Agencies only)

Strategic sourcing is the planned, systematic, and enterprise-wide procurement process that allows for continuous improvement and re-evaluation of the enterprise's purchasing activities to maximize spending efficiency, standardize processes, reduce total costs, and assist in meeting socioeconomic goals. OSD designed the program to help departments conduct effective procurement on behalf of their agencies and ensure that solicitations and contract awards for goods and services comply with governing laws, rules, and regulations and involve a fair, open, and competitive bid process. Attendance is required at all sessions for certification:

- 1: Strategic Sourcing
- 2: Create a Project Plan & Conduct a Market Analysis
- 3: Develop the Request for Response (RFR)
- 4: Conduct a Competitive Event & Evaluate Bid Responses
- 5: Negotiate, Award, Implement & Manage the Contract

How To Use Statewide Contracts Webinar | One hour (open to all Eligible Entities)

Learn what the Operational Services Division does and how to purchase through Statewide Contracts.

Educational presentations, speaking engagements, and events

The OSD can host educational sessions at your location, meeting, or event free of charge to teach you about:

- ▼ OSD programs and Statewide Contracts
- ▼ How to learn to use specific Statewide Contracts
- ▼ How Statewide Contracts are developed
- ▼ What the Commonwealth's e-procurement system Comm-PASS is and how to navigate it
- ▼ What COMMBUYS is

Begin de-mystifying Statewide Contracts today by filling out our [On-Site Training Request Form](#). After you have completed the form, forward it to us at osdtraining@state.ma.us, and we will contact you to schedule. All sessions are scheduled based on our staffing and resources.

Expos and trade fairs

The OSD attends buyer events to spread the word about OSD programs and Statewide Contracts. Stop by an information table and say hello to an OSD staff member.

Webcasts

Trainings are also available on [YouTube](#):

- ▼ [Free Form Quick Quote](#)
- ▼ [How To Use Statewide Contracts](#)
- ▼ [Small Business Purchasing Program Policy Overview](#)
- ▼ [State Contracting and the Supplier Diversity Plan \(SDP\) Form](#)

Other available resources

Statewide Contract Kick-off Meetings. As we award Statewide Contracts, we host fairs to introduce you to the vendors.

Customized courses. You may request a customized course based on a specific topic at our training location or yours based on resources.

For more information, contact Barbara Miller: 617-720-3148 or barbara.miller@state.ma.us.

Additional Programs and Services for Buyers

COMMBUYS

COMMBUYS will replace **Comm-PASS** as the OSD's Electronic Procurement (eProcurement) solution in March 2014. By automating, integrating, and simplifying many of the State's current procurement processes, **COMMBUYS** will be an efficient and cost-effective solution that brings time, budget, and resource savings to vendors, buyers, and the public.

Buyer benefits

As a buyer, you'll benefit from:

- ▼ Convenient ordering through two types of online catalogs: online and punch-out.
Online Catalogs display a list of available products and prices.
Punch-out Catalogs give you access to the supplier's website through COMMBUYS to make purchases.
- ▼ The ability to create requisitions with a full req-to-check process online for Executive Agencies and those using the Massachusetts Management Accounting and Reporting System.
- ▼ An improved, robust keyword search and filters for specific vendors and price ranges.

All Commonwealth agencies, colleges, local governments, school departments, and other Eligible Entities are invited to appoint a COMMBUYS Liaison. Liaisons will be the primary point of contact for their agency/organization during the readiness process. Liaisons will:

- ▼ Get an early look at the system.
- ▼ Receive project updates and training information to share with colleagues.
- ▼ Receive checklists to determine their organization's readiness to use COMMBUYS successfully.
- ▼ Have the ability to provide feedback to our team as we prepare for the COMMBUYS launch.

If your agency has not yet submitted the name of your designated liaison, [visit the Liaison page](#).

Rollout plan

COMMBUYS will follow a 3-phase implementation approach:

Phase I, June 2013 to March 2014, will include Vendor Registration, Catalog Ordering, Solicitations and Bids, Bid Postings, Evaluation and Contract Awards, and Contracts Management. The OSD is launching readiness programs to make sure you're prepared and know how to use COMMBUYS successfully and order through new online catalogs. For more information about our ongoing readiness activities, [visit our website](#).

Phase II, September 2014 to December 2014, will focus on building the interface to the Massachusetts Management Accounting and Reporting System (MMARS), facilitating Electronic Invoicing, Electronic Payments, Online Receiving and Matching, Vendor Status Verification, and the ability to do Contracts Management in a much more robust way, so as to complete a full procure-to-pay cycle method of purchasing.

Phase III, January 2015 to September 2015, will focus on deploying the system's Custom Reporting and Analysis. COMMBUYS will be capturing data at a granular level, enabling the Commonwealth to make better, more strategic buying decisions based on detailed analysis of spending, vendor performance, duplicative efforts, and other valuable performance metrics.

For more information and the latest news and updates about COMMBUYS, visit www.mass.gov/osd/commbuys. If you have any questions or concerns about COMMBUYS, email Commbuys@state.ma.us.

Commonwealth Print Services (CPS)

CPS offers digital photocopying of such documents as booklets, reports, flyers, and newsletters and offset printing of business cards, letterhead, and printed self-addressed envelopes to all State, municipal, and private entities. They offer at prices competitive with commercial vendors:

- ▼ Free cost estimates.
- ▼ State-of-the-art design software and equipment.
- ▼ Layout and design services.
- ▼ Pick-up and delivery service.
- ▼ Pre-press bindery (stapling, folding, cutting, punching, binding, and shrink wrapping).
- ▼ Storage of extra copies.

CPS bills you internally through IE. Municipalities can provide purchase orders, and semi-private or private businesses can pay with check or credit card at the CPS office.

To request printing, email your request or final copy files to cps@state.ma.us, call 617-720-3340, or stop by the CPS office on the Plaza level of One Ashburton Place.

CPS can also offer your city or town print shop pricing through contracts for:

- ▼ Bindery supplies and equipment (comb, spiral, double o, laminating film, drills, folders).
- ▼ Equipment maintenance (presses and related bindery equipment).
- ▼ Packing supplies (boxes, packing tape).
- ▼ Printing chemicals and supplies (film, plates, developers, wipes).

Environmentally Preferable Products (EPPs)


The OSD leads the nation in efforts to foster responsible purchasing by incorporating sustainable, recyclable, reusable, and low-toxicity products and services in Statewide Contracts and by establishing specifications for [Environmentally Preferable Products \(EPPs\)](#) on Statewide Contracts. EPPs are products and services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. They may include, but not be limited to, items that:

- ▼ Conserve energy and/or water.
- ▼ Consist of fewer toxic substances.
- ▼ Contain recycled materials.
- ▼ Lessen the impact to public health.
- ▼ Minimize waste.
- ▼ Protect open space.
- ▼ Reduce the amount of toxic substances disposed or consumed.

In 2009, Governor Deval Patrick signed Executive Order 515 to establish an Environmental Purchasing Policy for all Commonwealth Executive Departments. This policy requires these departments to procure EPPs whenever such products and services are readily available, perform to satisfactory standards, and represent best value to the Commonwealth.

Purchasing EPPs also often results in cost-savings. Under this program, Commonwealth purchasers save more than \$3.5 million annually through:

- ▼ Energy efficient (Energy Star) lighting and equipment, which can significantly reduce electric bills.
- ▼ Green cleaning products, which traditionally do not cost more than harsh chemical cleaners but reduce the health risks and accidents to workers, indirectly saving money in lost work time and insurance payments.
- ▼ Hybrid (gas/electric) vehicles, which increase MPG, saving money at the pump.
- ▼ Remanufactured toner cartridges, which cost 30-60 percent less than original equipment manufacturer brands.

To find EPPs on Statewide Contracts in [Comm-PASS](#), look for the earth symbol  next to the vendor name, indicating the vendor offers EPP products or services. If you do not see the icon, EPP products and services may still be available. Check the [Recycled and Environmentally Preferable Products and Services Guide for State Contracts](#) on the EPP website or the OSD Contract User Guides for additional information. If you still have questions, contact the SSSL listed in the Statewide Contract.

MASSbuys EXPO

The Massachusetts trade show designed exclusively for Commonwealth Statewide Contractors and public purchasers, the annual [MASSbuys EXPO](#) is the largest business to government expo in the Commonwealth. Join more than 1,500 purchasing and procurement officials at the highly anticipated 2014 MASSbuys EXPO on Thursday, May 1 at the DCU Center in Worcester.

At the MASSbuys EXPO:

- ▼ Meet vendors, who will show you the newest goods and services you can purchase through Statewide Contract.
- ▼ Learn the latest in strategic sourcing best practices, supplier diversity, and resources to increase cost savings at various workshops.
- ▼ Network with other public purchasers.

Municipal Procurement Program (MPP)

Created by Governor Deval Patrick in accordance with Executive Order 533, the MPP was established with the Commonwealth's Inspector General (IG) and Commonwealth municipalities to provide ongoing services for Commonwealth cities and towns:

- ▼ Outreach to municipalities and survey of their unique procurement needs that are not being fulfilled by current statewide, department, or their own contracts.
- ▼ Procurement or delegation of procurement to other departments of high volume goods and services that are needed by Commonwealth cities and towns.
- ▼ Coordination and aggregation of planned municipal and state agency spending from Statewide or Department Contracts.
- ▼ Provision of training to cities and towns on how to use Statewide and Department Contracts and how to navigate the Commonwealth's procurement processes and systems.
- ▼ Leveraging the Commonwealth's buying power to benefit the municipalities became a common goal, as State government purchases many goods and services that municipalities also purchase.

Comprised of representatives from the OSD, the Information Technology Division (ITD), the IG Office, and several municipalities, the MPP solicits and aggregates local government purchasing priorities and sources several of these

priorities to benefit local government and school districts. For example, the MPP established the first Statewide Contract for heavy duty equipment and evaluates responses for a school bus Statewide Contract. Examples of Statewide Contracts coming up for bid that could also benefit municipalities include: office supplies, office furnishings, electricity, temporary help, and information technology staff augmentation.

Save\$mart Offers

[save\\$mart offers](#) give you additional cost savings for a limited time for what you'd like to purchase on Statewide Contracts, freeing up funds to accomplish goals. The OSD also posts offers under the "Vendor" tab of the listed Statewide Contract on [Comm-PASS](#).

Surplus Property Program

Commonwealth departments, political subdivisions, municipalities, and certain non-profits can obtain such surplus equipment as office equipment, computer equipment, furniture, vehicles, and building materials that exceed other departments' needs through the [Surplus Property Program](#).

Here's how the process works:

- ▼ The OSD first offers listed items to State Agencies on a first-come, first-served basis. The OSD will transfer items between State Agencies free-of-charge.
- ▼ After 30 days, the OSD offers all remaining items to all political subdivisions and non-profit organizations for a small administrative fee.
- ▼ The OSD then offers items not transferred to State Agencies, political subdivisions, or non-profit organizations for sale to the general public, either by a sealed solicitation via [Comm-PASS](#) or by public auction.

Clothing, Uniforms and Related Supplies

Clothing and apparel, uniforms, footwear and related accessories.

Major contracts

[CLTo7 Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies](#)

What you need to know

Includes 14 categories: Uniforms, Athletic Wear, Footwear, Hosiery, Hospital Wear (Health Care & Patient Care Apparel), Nightwear, Outerwear, Underwear, Hygiene, Clothing Rental, Environmental, Miscellaneous, MA State Police – DOC Specialty Items and Connecticut State Police – Stratton Hats.

Hygiene supplies include, but are not limited to, personal care products such as soaps, hair care products, and feminine hygiene items. Miscellaneous items include, but are not limited to, dry cleaning services, embroidery, silk-screening, tailoring and other value added services/products.

The OSD developed this contract as a multi-state contract with Connecticut but with opportunities for other states to join.

FAQs

Q. Can I use CLTo7 to tailor the service to my facility?

A. Yes. We suggest that if you have specific needs, meet with one or more vendor to identify your specific requirements to determine which vendor can offer the best service at the best price.

Q. What opportunities are available with this contract?

- ▼ Contractors will participate in \$ave\$mart to offer special periodic savings opportunities.
- ▼ Prompt Payment Discounts are available with payment terms from 10 to 30 days.
- ▼ Product samples are available for some evaluations.
- ▼ Vendors could maintain inventory with specified released dates for large orders under a separate agreement.
- ▼ Discounts are established from MSRP catalogs, but tiered volumes can offer additional savings.
- ▼ Contact your vendor for volume pricing.
- ▼ Use of competitive quotes is suggested to reduce final prices.
- ▼ Identify your needs early as price adjustments are allowed twice per year (March and September) for changes identified by manufacturers in January and July, respectively.

Q. How are prices determined?

A. Effective September 1, 2013 prices to contract users will be based on a discount off of MSRP or a contract vendor's catalog. However, a limited number of vendors will remain with a cost plus percent. This is an overall change from the manufacturer's cost plus a markup percent which most vendors on this contract have employed over the last year. Having a discount from an identified catalog will allow vendors to offer MA and CT a greater selection of items without having to list thousands of line items on the price sheets posted on Comm-PASS.

Energy Commodities and Services

Fuel Commodities

Major contracts

[ENE31 Unleaded Gasoline](#)

[ENE32 Ultra Low Sulfur Diesel](#)

[ENE33 Bio Diesel](#)

[ENE34 No. 2 Heating Fuel](#)

[ENE35 Propane](#)

[ENE39 #4 and #6 Residual Fuel](#)

What you need to know

Zone information for each **Statewide Contract** may be found in the **Contract User Guides**, which are available in **Comm-Pass** under the “Forms and Terms” tab.

ENE FY14 Daily Index Pricing. The [Daily Index Pricing for FY14](#) is on [Comm-PASS](#). Search under contract ENEFY14. The daily commodity pricings for each day are located under the “Forms & Terms” tab.

ENE31 Unleaded Gasoline. This contract contains ONE vendor:

- ▼ Global Montello Group (Zones 1 -8)

ENE32 Ultra Low Sulfur Diesel. This contract contains TWO vendors:

- ▼ Global Montello Group (Zones 1,2,3,4,5,7,8)
- ▼ Taylor Oil (Zone 6)

ENE33 Bio Diesel. This contract contains ONE vendor:

- ▼ DK Burke (Zones 1 -8)

ENE34 No.2 Heating Fuel. This contract contains FIVE vendors:

- ▼ East Coast Petroleum (Zones 1, 3)
- ▼ Global (Zones 2, 5, 8)
- ▼ Peterson Oil (Zone 4)
- ▼ East River Energy (Zone 6)
- ▼ FL Roberts (Zone 7)

ENE35 Propane. This contract contains ONE vendor:

- ▼ E. Osterman (Zones 1 – 8)

ENE39 #4 and #6 Residual Fuel. This contract contains TWO vendors:

- ▼ Global Montello Group
- ▼ Sprague Energy

FAQs

Q. When should an entity contact vendors if they wish to join the #2 Heating Oil contract?

A. You should inquire about joining between July-September, prior to the upcoming heating season. Once the heating season starts (October), new accounts will only be added at the discretion of the vendor. New accounts are required to join for the entire heating season. This contract is not a fixed-price contract. As with all State fuel contracts, prices are market-based and change daily.

Q. Can any Eligible Entity use the Vehicle Fuel contracts currently in place?

A. The fuel contracts are open to all Eligible Entities who purchase for 12 months. Each fuel contract is awarded by a specific zone. Find information on zones, awarded vendors, and current pricing under the Contract User Guide in [Comm-PASS](#). These contracts are not fixed-price. As with all State fuel contracts, prices are market-based and change daily.

Q. What if I need fuel for my boat, but there are no vendors on Statewide Contract available in my area?

A. Fueling up at a boat docks is not covered under these contracts. If the marina accepts the Statewide Fuel Card (PHH), Contract VEH33 departments may use this. If not, you will need to conduct your own procurement. The bulk fuel contracts require that the purchasing entity have fuel tanks, which the vendor can deliver to.

Facilities

Lawns & Grounds Equipment, Parts & Services

Facilities Moving Services/State Surplus Disposal Services

Goods and services related to the maintenance and facilities operation

Testing, Consulting and Related Services necessary for the assessment and mitigation of environmental concerns

Commodities and services with environmental components for the maintenance and operation of buildings and real property

Waste collection, recycling, and disposal services, including HazMat

Chemicals and systems for the treatment of pools, boiler plants, cooling towers, drinking water, and wastewater

Products, supplies, and equipment for the maintenance and operation of buildings and real property

Janitorial Cleaning Services related to Commonwealth and Eligible Entity facilities

Catalog sales, installation, and repair services related to Security Systems

Major contracts

[FAC64 Security Surveillance and Access Control Systems](#)

[FAC67 Janitorial Services, Environmentally Preferable](#)

[FAC70 Tradesperson-Repair and Maintenance Services \(includes 26 Trades\)](#)

[FAC71 Lawns & Grounds Equipment, Parts & Services](#)

[FAC76 Maintenance, Repair and Operations \(MRO\) Products, Supplies and Equipment](#)

[FAC78 Moving Services/State Surplus Disposal Services](#)

Environmental Services:


[FAC33 Solid Waste and Recycling Services](#) 

[FAC53 Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response](#) 

[FAC59 Green Cleaning Products, Programs, Equipment & Supplies](#) 

[FAC60 Environmental Diagnostic Testing and Monitoring Services](#) 

[FAC63 Carpet & Flooring Products](#) 

[FAC80 Water Treatment Chemicals and Alternate Treatment Systems](#) 

[FAC73 Asbestos, Lead and Mold Analysis](#)

[FAC74 Pest Control Services](#) 

[FAC77 Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services](#) 

[FAC79 Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products](#) 

Designated Statewide Contracts

[FAC55DesignatedDEP Imprinted Trash Bags](#)

[FAC56DesignatedDCAM Demand Response Services](#) 

[FAC61DesignatedDEP Recycling Containers & Compost Bins](#)

[FAC83DesignatedDCAM Renewable & Alternative Energy Portfolio Standards Services](#)

What you need to know

FAC64 Security Surveillance and Access Control Systems was reopened to allow for new vendors to submit bids on the revised categories, with current vendors grandfathered into the successor contract and allowed to update their product and service selection. The revised contract consolidated categories 2 and 3 into one, with the resulting three categories open to all vendors. The contract now expires 5/31/16 with options to renew through 2020. The contract includes the configuration and integration of security systems, cameras, access control systems, entry/exit screening systems such as metal detectors and x-ray machines, ID systems and supplies, lobby turnstiles, vehicle access barriers, monitoring services, command centers, racks, housings, security consoles, mounts, stand-alone computers, data storage, data transmission (both wired and wireless), furniture, and full service installation, maintenance, and catalog sales of locks, accessories, and related equipment.

FAC67 Janitorial Services, Environmentally Preferable is active through 12/31/13 for all Eligible Entities to use. This contract offers opportunities for competitive pricing and savings. The implementation of this contract offers universal reduced percent mark ups over Prevailing Wages and is competitive for all Commonwealth public facilities.

IMPORTANT CHANGES TO FAC70 Tradesperson, Repair and Maintenance:

- ▼ This Statewide Contract will be allowed to expire December 15, 2014. See the Contract User Guide posted under the "Forms & Terms" tab on [Comm-PASS](#).
- ▼ Departments and other entities are encouraged to develop their own tradesperson contract on or about December 2014 and contact trades they are interested in within their geographic area and/or statewide.
- ▼ All projects under FAC70 must be less than \$10,000. For current information, visit [Comm-PASS](#) under the Statewide Contract FAC70.
- ▼ This Statewide Contract covers the activities of Tradespeople for Equipment Repair and Maintenance ONLY and is a labor rated contract (not a supply contract).
- ▼ For the use of sound business practices for the procurement of construction, reconstruction, installation, demolition, or maintenance or repair of a building by a public agency estimated to cost less than \$10,000, you must keep a record that should include at a minimum the name and address of the person from whom the services were procured.
- ▼ All FAC70 sections fall under the Prevailing Wage Law. Thus, users of this contract must receive a certified payroll record after completion of a job when making payments.

The following is excluded from this contract:

- ▼ Travel charges, fuel charges, zone fees.
- ▼ Fire alarm panels, installation, service, or repair.
- ▼ Fire alarm testing and monitoring service.
- ▼ Fire suppression system, installation, inspection, service, or repair.
- ▼ Sprinkler installation, inspection, service, or repair.

There is no Statewide Contract for these services listed below. Users of this contract must do their own procurement and adhere to their own procurement regulations:

- ▼ Fire alarm panels, installation, service, or repair.
- ▼ Fire alarm testing and monitoring service.
- ▼ Fire alarm suppression system, installation, inspection, service, or repair.
- ▼ Sprinkler installation, inspection, service, or repair.

Note: If another department issues a contract that other departments may use, OSD should be notified for reference.

FAC71 Lawns & Grounds Equipment Parts & Services has been renewed through August 31, 2014, with those contractors identified on [Comm-PASS](#). The new and improved “Contract User Guide” providing contract details and guidance is available under the “Forms & Terms” tab of [Comm-PASS](#).

The Equipment included in this contract has been identified in 11 categories and includes but is not limited to: utility tractors, attachments for utility tractors, lawn mowers (walk behinds, riders, tractors, commercial front mowers and slope mowers), walk behind snow throwers, hand held two cycle equipment (chain saws, brush saws, trimmers, edgers, leaf blowers and similar equipment, replacement engines, shredder/chippers, roto-tillers and repair parts and services.

FAC78 Moving Services, State Surplus Disposal Services. All moving services except for “school room furniture” moving are covered under the Prevailing Wage Law. Eligible Entities must request their own Prevailing Wage for each moving job and provide them to vendors from whom they request quotes. Make sure you receive a certified payroll form when the move is completed. Keep the certified payroll form in your procurement file.

Environmentally Preferable Products (EPP). Look at the [Recycled and Environmentally Preferable Products and Services Guide for Statewide Contracts](#) and the [Massachusetts Statewide Contracts for Healthier Schools Guide](#).

[Learn more about purchasing EPPs and services.](#)

FAQs

Q. For FAC64, do I have to get multiple quotes from Contractors?

A. This contract requires that contract users get multiple quotes regardless of the category used. Vendors will frequently offer lower labor rates and larger discounts than those posted on their contract webpages during the quote process. It is advantageous to request multiple quotes.

Q. For FAC64, where do I find the Contractor’s price files and manufacturer catalogs?

A. Vendors are required to have a website dedicated to the FAC64 contract where they post price files and catalogs. Links to the vendors’ websites are posted on Comm-PASS under the “Vendor” tab. Each vendor’s name is linked to the contact webpage.

Q. For FAC64, the software for my equipment contains a software license component. Should I purchase the license directly from the manufacturer of the equipment or through the vendor who installed the equipment?

A. You should purchase the software license through the vendor who installed the equipment.

Q. For FAC64, do prevailing wage rates apply?

A. Yes. Prevailing wage rates apply for Category 2, Category 3, and some work under Category 4. It is the responsibility of the Eligible Entity to provide the contractor with a copy of the most current prevailing wage sheet at the time of the quote request. Prevailing wage sheets can be requested from the Department of Labor Standards by visiting their website, [Prevailing Wage Program](#). The process is automated, and the turnaround time is quick (usually less than one business day).

Q. How does FAC67 meet the needs of all Commonwealth facilities and Eligible Entities?

A. To serve the needs of the Commonwealth, FAC67 has qualified vendors who received awards by specific regions or Statewide coverage. The awards include small and large businesses that have met the requirements and standards through an RFR process that guarantees their operations will protect human health, meet required safety standards, and support sustainability in the environment. The “pricing” aspect of this contract relates to a markup over State Prevailing

Wages, and each vendor provided competitive markups during the bid process. The markup percent will be honored by each vendor for any Request for Quotation (RFQ) requested by Commonwealth entities through resulting site visits.

Q. For FAC67, as an end user, how do I know that a Contractor for Janitorial Services is qualified?

A. Professional industry guidelines have been established for janitorial service, and the SSSL has established standards for bidders to adhere to in accordance with such standards. While these standards are helpful, it is suggested that hiring entities further determine the qualifications of any janitorial service hired for their specific project. The RFQ process further ensures that site visits and efficient work loading result in competitive responses.

Q. Are there green standards that FAC67 supports?

A. Yes. The Contractors under this Statewide Contract are cognizant and supportive of environmental standards for supplies, equipment used, and practices that must take place under this contract.

Q. For FAC70, are there prevailing wages?

A. Yes. Prior to requesting services from a vendor, all tradespersons must be reminded that jobs are prevailing wage. You must have the current prevailing wage for that year and receive a certified payroll form after the job is completed. However, payroll should not be held up pending the certified payroll form, but it must be on file.

Q. For FAC70, is there a charge when getting estimates?

A. No. When you contact a vendor and explain you are requesting an estimate under the Statewide Contract, the vendor must provide estimates FREE of charge.

Q. For FAC70, some vendors are assessing a fuel surcharges. Is this allowed?

A. No. While gas prices have increased, there are no provisions in the contract that allow for a fuel surcharge.

Q. For FAC70, what is the maximum markup for materials purchased to accomplish the agreed upon repairs?

A. The ceiling markup on material is 7 percent above cost.

Q. For FAC71, should my department pay for additional freight charges and fuel surcharges?

A. Contractors on any Statewide Contract are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included in their invoices.

Q. For FAC71, can a department purchase any other type of equipment not specifically identified and listed on the contractor's award price sheet?

A. Yes. Users may purchase any other type of equipment not specially identified on the contractor's award price sheet as long as it falls under the scope and description of the contract and the contractor's award.

Q. For FAC71, are there any additional discount offers other than Prompt Pay Discount available under this contract?

A. Yes. Some contractors offer additional discounts such as Volume Purchase Discounts and Dock Delivery Discounts. Refer to the "Contractors Award Information 2012-2014" listed under the "Vendor" tab of Comm-PASS to determine which contractors offer additional discounts.

Q. For FAC71, are there any selections of Environmentally Preferable Products (EPP) equipment available under this contract?

A. The contract does offer a selection of EPP equipment. The contract provides equipment that represents environmentally preferable products wherever possible. Such equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Q. Is there a Statewide Contract for asbestos, lead, and mold abatement and removal?

A. There is no contract for these services at the moment. Departments must follow the requirements of MGL Chapter 149 to issue their own procurements for such services.

Q. What do I do with computers or other electronic equipment my organization no longer needs?

A. Follow the requirements of your internal surplus property management system first (Massachusetts executive agencies: contact the [State Surplus Property Program](#)). Once the Surplus Property Program makes a determination that no other eligible organization or individual has a need for your equipment, contact vendors on Statewide Contract FAC53, Category 7, who will pick up the equipment and recycle it in an environmentally sound fashion. Executive state agencies are advised not to use organizations that provide free pick up of electronic equipment because OSD/MassDEP may not have reviewed their recycling process, security guidelines, and other aspects of their business operations.

Q. What is Integrated Pest Management (IPM)?

A. IPM is a systematic strategy for managing pests that includes prevention, avoidance, monitoring, and suppression. Where chemical pesticides are necessary, a preference is given to materials and methods that maximize public safety and reduce environmental risk.

Q. Why do I need to implement IPM?

A. Because they are toxic by definition, pesticides present a public health, safety, and environmental concern. At the same time, the pests these chemicals control may also pose serious health risks or damage buildings or products. IPM has been found by many experts (from pest control contractors to environmental groups) to be the best means of balancing the need for pest control with the concerns of pesticide use.

In accordance with the Act Protecting Children and Families from Harmful Pesticides (Chapter 85 of the Acts of 2000), all Massachusetts schools, day care centers, and school-aged programs are required to develop both an indoor and outdoor IPM plan. Furthermore, with Executive Order 403, the Governor required that all state agencies adopt and implement IPM programs in all facilities owned and managed by the Commonwealth.

Food and Groceries and Related Services

Food & groceries (i.e. meat, produce, dry commodities, water, paper and janitorial products) and related products such as dairy, bakery, food service supplies and equipment and catering services.

Major contracts

[GRO26 Bottled Water, Emergency Bottled Water, Water Filtration Services and Reverse Osmosis with Related Supplies and Services](#) 

[GRO27A General Catering](#) 

[GRO27B General Catering with Conference Space](#) 

[GRO27C General Catering, Conference Space, Hotel Room Accommodations](#) 

[GRO29 Foodservice Supplies & Equipment, Institutional Commercial Grade – Large & Small with Related Maintenance and Services](#) [GRO30 Prime Grocer](#) 

[GRO32 Dairy Products](#) 

[GRO33 Baked Goods \(New statewide contract\)](#) 

What you need to know

GRO26 Bottled Water, Emergency Bottled Water, Water Filtration Services and Reverse Osmosis with Related Supplies and Services will expire on 4/30/2014. A new RFR GRO34 will be developed to replace existing GRO26 Statewide Contract.

FAQs

Q. Do user departments have to sign any additional agreements and/or contracts with contractors under the GRO27C Catering, Conference Space, and Hotel Room Accommodation when booking an event?

A. Departments are not required to sign any additional agreements and/or contracts with any contractors when booking an event but should evaluate the agreement and/or contract and determine if it is in the department's best interest to sign the agreement and/or contract when booking the event.

Q. Should my department be paying for additional freight charges and fuel surcharges?

A. Contractors on any Statewide Contract are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included in their invoices.

Q. What products can I purchase from the Prime Grocers (GRO30) contract?

A. The one stop shop Prime Grocers (GRO30) contract provides a variety of products including canned goods, meats, deli meats, some fresh produce, and some dairy and non-foods items. Cleaning detergents and cleaning products are STILL available under the GRO30 contract. Monthly food and the annual non-food order guides are posted and available under the "Vendor" tab for departments on [Comm-PASS](#).

Q. Is there a cooler rental fee required for bottled water coolers under GRO26?

A. There is NO FEE for standard coolers, but if a user department requires a refrigerator cooler, a rental fee will apply.

Q. Can I get a Reverse Osmosis (RO) system installed in my building?

A. These systems can be installed in any building with a piped-in water supply, but the building's manager must agree to the installation.

Q. The water in my town has a lot of permanganate in it. Will the RO water system remove it?

A. The system will remove permanganates, lead, all bacteria, and most other contaminants.

Q. How much money will it cost us to get a system installed?

A. There is no cost to have the system installed.

Q. Will an RO system cost more money than the traditional water coolers with the 5-gallon bottle?

A. The water system will probably cost less. To find out, multiply the number of water bottles you use in a month times the cost per bottle. For the water system, select the monthly cost per cooler and multiply that number times the number of coolers you will have. Compare the two amounts.

Healthcare Commodities and Services

Pharmaceuticals
Vaccines
Medical Commodities and Equipment
Dental Commodities and Equipment
Laboratory Products
Maintenance and Repair of Medical, Dental & Laboratory Equipment
Gases Medical, Laboratory & Industrial
Medical Lab Tests

Major contracts

[HSP33 Medical Commodities](#)
[HSP34 Lab Supplies and Minor Equipment with K-12 Scientific Ed Category](#)
[HSP35 Lab Major Equipment Furnishings and Related Services](#)
[HSP36 GPO for Medical Commodities & Equipment](#)
[HSP37 Gases Cylinder Related Equipment and Supplies](#)
[HSP38 Healthcare Equipment Furniture Furnishings and Related Services](#)

[MED38 Pharmaceutical Prime Vending](#)
MED39 Pharmaceutical GPO
[MED44 Reference Laboratory Testing](#)
[MED45 Influenza Vaccine for the 2013-2014 Flu Season](#)

What you need to know

HSP33, Medical Commodities. This Statewide Contract is for the procurement of medical and surgical supplies and disposable equipment routinely used in the provision of health care, exclusive of pharmaceuticals. This contract provides State Net Price Lists with product descriptions and fixed prices for the majority of items a Purchasing Entity is likely to purchase. The State Net Price Lists for each vendor is located under the Vendor Tab of [Comm-PASS](#) as attached Excel files.

HSP34, Lab Supplies and Minor Equipment with K-12 Scientific Educational Category Designed for K-12 Schools. This Statewide Contract is for the purchase of laboratory supplies, minor* equipment, and furnishings used in a healthcare or scientific type laboratory, including, but not limited to, clinical, environmental, and educational settings. Items that cost more than \$50,000 are not covered under the scope of the HSP34 Contract and may not be sold. The type of items to be purchased would commonly be found in a catalog or a price list. The installation and setup of minor equipment and furnishing will be covered under the Contract. *Minor is defined as costing less than \$50,000.

HSP35, Lab Major Equipment Furnishings and Related Services. This Statewide Contract is a pre-qualified vendor contract for the purchase of major laboratory equipment, laboratory furnishings, and related services. This contract will be used for major purchases that cost \$50,000 or more but at the discretion of the Purchasing Entity may be used for purchases of a lesser value. In all cases a special HSP35 RFQ process must be followed. The SWC encourages the use of a Total Cost of Ownership (TCO) model.

HSP36, Group Purchasing Organization (GPO) for Medical Commodities & Equipment. The Commonwealth selected MHA, a private GPO, to establish the costs of many products purchased from distributors on HSP33, the Medical Commodities Contract, and to quote direct pricing from many equipment manufacturers through the HSP32 RFQ process for medical equipment, with the manufacturer paid directly. MHA has thousands of hospitals as members and provides us

with substantial additional collective purchasing power. This contract is not loaded in MMARS, as no direct purchases are made from the GPO.

HSP37, Gases Cylinder Related Equipment and Supplies. HSP37 has one vendor: Airgas. State Net Price Lists with prices and other pricing information is attached as files under the Vendor Tab of the Contract on Comm-PASS. The Net prices are fixed for three years. The Contract has no cylinder rental fees or hazmat charges. Medical gases, all types of scientific laboratory and industrial gases such as acetylene, and equipment and supplies used to handle, store, and facilitate the use of gas cylinders may be purchased from this contract, and frozen carbon dioxide as dry ice may be purchased from Airgas. Propane used to heat buildings may not be purchased from this Contract.

HSP38, Healthcare Equipment, Furniture, Furnishings and Related Services. This Statewide Contract is for the purchase of Healthcare Equipment, Furniture, Furnishings and Related Services used in all healthcare facilities and settings, including all types of equipment used in the provision of health care including physical, occupational, and rehabilitative therapy such as hospital beds, exercise equipment, stretchers, operating room equipment, scopes, exam tables, wheelchairs, patient lifts, shower trolleys, bathing systems, EKG machines, defibrillators (AEDs), respirators, ventilators, crash carts, medicine carts, x-ray and radiology imaging equipment, scales, exam lights, phlebotomy chairs, ophthalmology equipment, bariatric equipment, and related parts. Healthcare Furniture is designed and suitable for use within a healthcare facility such as patient/client room furniture and furniture for use in common areas where patients/clients will be present. Healthcare Furnishings includes, but is not limited to, such items as cubicle curtains, window treatments, railings, lighting, signage, or any type of furnishing used in a healthcare facility. Related services include, but are not limited to, design, installation, and repair and maintenance agreements entered into at time of purchase. The Statewide Contract is divided into three separate and distinct categories, with each category having its own vendors and a distinct and separate acquisition process detailed in the Contract User Guide that must be followed.

Category 1 – Healthcare Equipment, Furniture and Furnishings for general use.

Category 2 – Custom Fitted Healthcare Equipment that is custom fitted to a specific patient/client such as custom fitted wheelchairs, custom fitted adaptive equipment.

Category 3 – X-ray and Radiology Imaging Equipment.

MED38, Pharmaceutical Prime Vending has a single vendor, Cardinal Health. The use of this contract is restricted to facilities with a licensed pharmacy or serviced by the State Office for Pharmacy Services.

MED44, Reference Laboratory Testing has a single vendor Quest Diagnostics. These are the tests that a healthcare facility sends out to a commercial lab for processing.

MED45, Influenza Vaccine 2013-2014 Flu Season. The MED45 Influenza Vaccine is formulated for a single flu season, and a finite amount of vaccine is produced. It is essential that orders be pre-booked with vendors on the Contract early because later in the year, vaccine may not be available. To assist purchasing entities not familiar with purchasing influenza vaccine, a vaccine selector guide is located on the "Forms and Terms" tab of the Contract that specifies age ranges, vaccine type, manufacture, and price.

IT Hardware and Services

IT Hardware and related IT Services, low-voltage cabling, computer supplies, and accessories

Major contracts

[ITC44 Printers \(Apple, HP, Xerox\) and Apple products and services](#)

[ITC47 Information Technology Hardware, Project Management, Integration and Maintenance](#)

[ITC49 Information Technology Term Leasing](#)

[ITC54 Data Cable Products and Services](#)

What you need to know

ITC44 is a participating agreement with the National Association of Procurement Officials (NASPO) and the Western States Contract Alliance (WSCA) for IT Hardware. Vendors awarded under this contract for use under ITC44 for printers ONLY are Hewlett Packard and Xerox. Apple is authorized to sell hardware (including printers), software, and related services.

ITC47 began 4/1/2012 and replaced ITC16, ITC16a, ITC36, and ITC44, except for HP and Xerox printers and Apple products and services, which remain available under ITC44. ITC47 has many new features. All previous requirements for soliciting quotes from these vendors have been replaced with recommendations to solicit quotes if significant costs savings may result.

ITC54 includes prevailing wage labor, and public purchasers are reminded to obtain certified payroll information from vendors in compliance with the Prevailing Wage Law. For each engagement, public purchasers must request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#).

FAQs

Q. Which contract can be used for purchasing computer supplies?

A. ITC47 Category 7, Supplies and Accessories, is the primary vehicle for these commodities. For convenience, Eligible Entities can also purchase limited quantities of some computer supplies and accessories from other Statewide Contracts and other Categories of ITC47. However, there was a lot of competition for the three places on the Supplies and Accessories Category of ITC47, and the winning vendors offer advantageous pricing.

Q. Can I purchase toner cartridges for my laser printer under ITC47 Statewide Contract?

A. In general, no. Laser printer supplies are excluded from ITC47 and are available under OFF32. [See the Contract User Guide for ITC47](#) for a possible exception to this rule. Thermal, dot-matrix, and inkjet printer supplies and accessories may be purchased under ITC47 Category 7 and in limited quantities under other contract Categories.

Q. Can I use Statewide Contract ITC47 for low-voltage cabling services?

A. There is a Statewide Contract for Low-Voltage Cabling Products and Services: ITC54. Use this contract for all non-construction, low voltage cabling projects. However, ITC47 Category 6 Contractors may provide premises cable runs that are "incidental" to the total number of existing or proposed cable run installations purchased by the contracting Eligible Entity. "Incidental" cable runs mean that the total number of links to channel cable does not exceed 10 percent of the total number of existing or proposed cable run installations or \$2500, whichever is less. In addition, [see the Contract User Guide for ITC47](#) to understand when ITC47 vendors may provide services in "one-stop shopping" mode from other

Statewide Contracts, including ITC₅₄, to facilitate projects that would otherwise involve use of multiple Statewide Contracts.

Q. What can I purchase on the IT Hardware and Services Contract?

A. ITC₄₇ has six Categories, as follows (there is no “Category 1”):

- ▼ Category 2 – Desktops, Laptops, Netbooks, Tablets.
- ▼ Category 3 – Off-lease (used) computers, a NEW Category.
- ▼ Category 4 – Storage Solutions.
- ▼ Category 5 – Servers.
- ▼ Category 6 – Project management, integration, maintenance, incidental hardware, sales of IT products from other ITC₄₇ Categories, and other IT-related Statewide Contracts.

Reading [Contract User Guide for ITC₄₇](#) is essential to understanding use of this Contract.

Q. Can printers be purchased from the ITC₄₇ contract?

A. Yes, if unavailable under ITC₄₄.

Q. Can I purchase other brands of desktops, laptops, servers, and storage solutions besides those offered by the Original Equipment Manufacturers (OEMs) under ITC₄₇ Categories 2, 4, and 5?

A. No. Desktops, laptops, and netbooks are available only from Dell, Hewlett-Packard, and Lenovo. Storage Solutions are available from EMC, IBM, and NetApp. Servers are available from Cisco, Dell, Hewlett Packard, and IBM. Category 6 Contractors may resell OEM Equipment, but the products must be identical models, brands, and configurations offered under Categories 2, 4, and 5 by the OEM. [See the Contract User Guide for ITC₄₇](#) to for additional information.

Chromebooks from Acer and Samsung were recently added to Category 6 of ITC₄₇.

Q. How can my agency take advantage of ITC₅₄ contract’s Volume Purchase Discounts (VPD) offered by Contractors?

A. Some of the ITC₅₄ Contractors have agreed to offer Eligible Entities additional discounts when the Commonwealth of Massachusetts total aggregate purchase volume reaches identified dollar thresholds on all products and services ordered with the particular vendor. The vendor’s VPD offering is included in the “Products” tab of the vendor’s Cost Tables. Your agency only needs to engage the particular vendor offering the VPD to take advantage of these additional savings.

IT Software and Services

IT Software and related IT Services

Major contracts

[ITS09 Reverse Auction Services](#)

[ITS19 Oracle Maintenance and Support](#)

[ITS42 Software Reseller Contract \(primarily packaged “Shrink Wrap” software\)](#)

[ITS43 IT Services \(Technical Specialists and Solution Providers \[primarily IT project work\]\)](#)

[ITS53 IT Staff Augmentation \(3 contracts\)](#)

What you need to know

ITS09 Reverse Auction Contract. Available for municipalities and State Agencies under certain circumstances. See the Contract User Guide and the “Important Other Requirements” document posted on the “Forms & Terms” tab of Comm-PASS regarding use of the contract by cities/towns.

ITS19 Oracle Contract. The contract includes a 47 percent discount on all Oracle licenses regardless of quantity purchased. All Massachusetts government agencies except municipalities can also use the GSA contract. [See the Contract User Guide for ITS19.](#) Oracle’s name has changed to Oracle America Inc. (Vendor Line 3 on MMARS). The Oracle Contract has been renewed through 6/30/2014.

ITS42 Software Reseller Contract. [Review the Contract User Guide for ITS42,](#) as some contract usage requirements have changed since 2012. Contractors are Dell, SHI, and En Pointe. Quotes must be requested from ALL THREE vendors for orders over \$5,000, except for Microsoft products, which may be obtained only from Dell. Maintenance renewals no longer require three quotes.

ITS43 IT Services-Solution Provider and Technical Specialist (two contracts). Both contracts are project-oriented, generally for fixed-price, deliverables-based engagements, in the areas of software and systems development, systems planning, systems integration, and other types of projects. The Solution Provider contract is for companies whose gross annual income exceeds \$4 million, and Technical Specialist is for smaller companies. Both expire on 6/30/2014 and will be replaced by ITS53 contracts. [Review the Contract User Guide for these ITS43 contracts](#) prior to using the contract.

ITS53 IT Staff Augmentation (three contracts):

ITS53StaffAugCat1 – IT Services – Staff Augmentation Full Service Contractors, used if the Commonwealth Agency has not already identified a resource. Requirements are posted on Comm-PASS, and the fifteen vendors respond by submitting candidate resumes to the Commonwealth Agency.

ITS53StaffAugCat2a and 2b – IT Services – Staff Augmentation Lower Overhead Contractors, used when the Commonwealth Agency has located a resource on its own. Category 2a is used if the resource does not already have an employer. The Category 2a vendor will hire the resource as their W-2 employee. Category 2b is used if the resource already has an employer. The Category 2b company will subcontract to the resource’s employer. Review the Contract User Guide and other documents under the “Forms and Terms” tab for each contract (for example, the Rate Card showing maximum rates and guidance regarding Comm-PASS postings).

FAQs

Q. How do I find a certain type of programmer or skill set from ITS43/ITS53?

A. Specialties are listed for Technical Specialists and Solution Providers on the spreadsheet attached to the “Vendor Listing” on the Vendor tab in [Comm-PASS](#) for these contracts and also in the Contract User Guides. For Staff Augmentation (ITS53), identify your requirements, and the contractors will look for suitable candidates.

Q. How do I find a vendor on ITS43/ITS53 for the services I need?

A. First, determine whether you are looking for services in scope for ITS43/ITS53. ITS43 covers only services based primarily on intellectual work done by information technology professionals. Excluded services include document scanning, web hosting, automated network monitoring or any other service provided principally through an automated process, data entry, equipment maintenance, geographic data collection or other data collection which can be performed by non-IT professionals, standardized training courses, and application service provision. Many of these services are provided on Statewide Contracts. If the work is in scope for ITS43, determine whether you need Staff Augmentation (ITS53) services or Project-based Services (ITS43). With Staff Augmentation, you pay an hourly rate for the hours worked by a contractor, and your agency will manage the contractor’s activities. The contractor is paid by hours worked, not for accomplishments. With Project-based work, you establish specific deliverables and the cost of each deliverable. The vendor is only paid when the deliverable is accepted, regardless of how many hours he has worked. If you need Staff Augmentation services, use the templates on [Comm-PASS](#) to post each opening. If you need project-based services, select at least three companies from Technical Specialists or Solution Providers and request quotes from each. You may use the subcategory and/or specialty listings as described above or choose companies based on other criteria. Vendors are not limited to providing the specialties they have listed as long as the services are within scope for ITS43. The “Statement of Work” on the “Forms & Terms” tab may be used to describe the project. You will not have all the information needed to complete the form, but you can use it to organize what you do know.

Q. How can I find an ITS43 vendor on the state contract?

A. Go to the contract on Comm-PASS: [Technical Specialists](#) and [Solution Providers \(primarily IT project work\)](#).

Q. Can I purchase directly from a software vendor if they offer a lower price than Dell (formerly ASAP), SHI, and En Pointe (the 3 ITS42 Software Resellers)?

A. Usually not, but there are sometimes exceptions. If another company offers a significantly better price, email Marge MacEvitt with the exact name of the software, the manufacturer name, “model number,” and software version, the lowest cost offered by an ITS42 Software Reseller, and the lower cost you were offered. Marge will contact the ITS42 Vendors to see if they can lower their prices. If not, and the amount is significant, use the process defined in the [05-19 OSD Policy Memorandum](#) to request permission to buy “off contract.” If granted, use the appropriate procurement method to obtain the software. Executive Departments must include copies of this email in their procurement files. If the amount spent over the useful life of the product is more than \$50,000, post the procurement on [Comm-PASS](#).

Q. What should I do if I post a Staff Augmentation opening on Comm-PASS and receive no viable responses?

A. Email Marge MacEvitt with the document number of the posting. She will investigate why no companies responded, and if no ITS43 vendors can meet your requirements, you will receive an email notification (Executive Departments must keep a copy of this email in their procurement files). You can then conduct the appropriate type of procurement to fill the opening. If the reason no companies provided viable responses was that the maximum Rate Card rate allowed for the employment classification was too low, agencies may contact [Ellen Wright](#) at ellen.wright@state.ma.us to obtain a Rate Card waiver.

Network Services and Equipment

Network services and equipment including, PBX, voice, data, and cellular, two-way radio and internet access and hosting services

Major contracts

[ITT40 Two-Way Radio Equipment and Services](#)

[ITT46 Network Services](#)

[ITT50 Converged Voice and Data Communication Systems, Services and Equipment](#)

Designated Statewide Contracts

[ITT12designatedITD Shared Tenant Switch \(PBX\)](#)

[ITT19designatedITD Remote Access and Virtual Private Networking Services](#)

What you need to know

The IT contracts cover communication services for voice, data, and Internet and telecom equipment.

ITT46 includes services formerly available on ITT09, ITT37, ITT18, and ITT19designatedITD, in addition to other network services. IT46 is a Statewide Contract for vendor hosted network services.

ITT50 is a Statewide Contract for voice and data network services hosted at the contract user's premises.

E-Rate

Form 470 applications for ITT46 and ITT50 have been filed on behalf of public schools and libraries in the Commonwealth. A copy of the Form 470 for each Statewide ontract is published on the Forms and Terms tab on [Comm-PASS](#).

FAQs

Q. What equipment is available for purchase under ITT46?

A. ITT46 is primarily a services contract. Equipment at the customer premises is expected to remain the property of the vendor, with exceptions for termination equipment required at the demarcation point, desk sets, handsets, and distributed antenna systems.

Q. What if I have questions in connection with E-Rate filing?

A. Questions relative to E-Rate should be addressed to [the Schools and Libraries Division of the Universal Service Administrative Company](#).

Office, Equipment, Supplies and Services

Recreational and Educational Equipment, Supplies and Services

Major contracts

Recreational:

[OFF20 Office, School and Library Furniture, Accessories and Installation, Statewide](#)

[OFF27 Document Solutions – Micrographic and Imaging Equipment & Services](#)

[OFF28 Office Supplies, Recycled Paper and Recycled Envelopes](#)

[OFF32 Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies](#)

[OFF35 Art & Instructional School Supplies](#)

[OFF37 Postage Equipment, Supplies & Service/Maintenance](#)

[ITC44 Printers and Apple Products](#)

[PRF54 TELP \(Tax Exempt Lease Purchase\)](#)

Educational:

[OFF30 Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories](#)

[OFF31 Small Package Delivery Services](#)

[OFF33 Print, Copy & Mail Services and Printed Promotional Products](#)

What you need to know

OFF35 Art & Instructional School Supplies is the successor contract to OFF24 Art & Instructional School Supplies.

OFF36 Office Supplies, Recycled Paper and Recycled Envelopes will be the successor contract to OFF28. Award anticipated being available to use as of January 1, 2014.

OFF37 Postage Equipment, Supplies & Service (WSCA/NASPO) is the successor contract to OFF22 Postage Equipment, Supplies & Service/Maintenance.

OFF33 Print, Copy & Mail Services and Printed Promotional Products is the successor contract to OFF15 Print Services.

FAQs

Q. For OFF20, if a vendor is on the contract for a specific sub-category, can I order any furniture items within that sub-category?

A. No. Each vendor is awarded specific manufacturer brands they can sell within a specific sub-category. [Refer to the document "OFF20 BiddersMfgAwardsBySubCategoryUpdate6_o8"](#) on [Comm-PASS](#) under the Forms & Terms tab for a listing by sub-category showing each vendor and the manufacturer brand(s) they were awarded and allowed to sell.

Q. For equipment leased on OFF27 (Category 1A – Microfiche and Microfilm Equipment or Category 2A - Imaging Equipment), do I need to sign the Contractor's lease agreement?

A. No. You must sign the OFF27 equipment confirmation form [under the "Forms and Terms" tab for OFF27](#) in [Comm-PASS](#). You can attach the internal lease document for the contractor to process but you do not sign their paperwork.

Q. When I need to lease equipment on OFF32 for copiers, digital duplicators, and facsimiles, do I need to sign their lease agreement?

A. No. You must complete and sign the OFF32 Equipment Confirmation Form [under the “Forms and Terms” tab for OFF32](#) in [Comm-PASS](#). You can attach the internal lease document for the contractor to process but you do not sign their paperwork.

Q. Where do I find all the prices for the vendors?

A. Most Office Contracts have the pricing either under the “Vendor” tab in [Comm-PASS](#) of the particular vendor’s detailed Vendor Information view or on a website dedicated to the contract (website link found on the particular vendor’s detailed Vendor Information view in [Comm-PASS](#)).

Q. Is data stored on the hard drive of the copiers? If so, what steps can be taken to ensure this data is erased?

A. Hard drives on digital copiers do store data, and steps need to be taken to ensure data is erased when the copier is returned to the vendor at the end of lease/life. Also, depending on the type of data and access controls at each copier location, an entity might want to consider securing the data on the hard drive while the copier is on site. There are several options for securing data stored on the hard drives of digital copiers. Details regarding these options are included in the Contract User Guide [under the “Forms and Terms” tab for OFF32](#) on [Comm-PASS](#).

Q. Do I have to get three quotes from Contractors on the OFF33 Printing contract?

A. For Category 1 Printing Services and Category 2 Copying Services, if you are an Executive Agency, the State Purchasing Agent (designated supervisor of state printing) directs that you use the in-house Commonwealth Printing Services for production, copying, and printing. All other Eligible Entities are strongly encouraged to get quotes from three OFF33 Contractors, one quote from each of the two in-house Contractors, Commonwealth Print Services (CPS) and MA Correctional Industries (MassCor) and one additional quote from another OFF33 Contractor. Another option is that an Agency may elect to go directly to one of the two in-house printers without obtaining three quotes. If the Eligible Entity wants basic copying services listed on the Category 2 cost sheet, then 3 quotes are not required.

For Category 3 Mailing Services, three quotes are required. For Category 4 Printed Promotional Products, items that are not on the OFF33 Category 4 cost sheet require three quotes.

Q. Can vendors awarded under Category 1 or Category 2 submit quotes on print or copy jobs that also contain a mailing component?

A. Yes. Vendors awarded under Category 1 Printing Services and Category 2 Copying Services may submit quotes on jobs that also contain mailing. They may not, however, submit quotes for jobs that are strictly mailing.

Professional Services

Service contracts for our professionals who work for the Commonwealth under:

Finance and Training Services

Human Resource and Marketing

Travel Management and Related Services

Professional Services includes Statewide Contracts that are OSD designated to specific departments.

Major contracts

Financial and Training Services:

Designated Statewide Contracts

[PRF08designatedOSC Ancillary Audit & Accounting Services \(PCI Section was bid as PRF56designatedOSC\)](#)

[PRF44designatedOSC Electronic E-Pay Services](#)

[PRF47designatedOSC Credit Card Services](#)

[PRF51 Training Services](#)

[PRF55designatedOSC Debit Collection Services \(formerly PRF28designatedOSC\)](#)

[PRF56designatedOSC Audit, Accounting, Compliance, Security and Revenue Recovery \(Information Management, Security, PCI Compliance\)](#)

Human Resource and Marketing:

[PRF49 Enterprise Temporary Help Services](#)

[PRF50 Marketing, Advertising, Public Relations & Event Planning](#)

Travel Management and Related Services:

[PRF53 Travel Management and Related Services](#)

What you need to know

PRF08designatedOSC Ancillary Audit & Accounting Services. One category under this contract "Information Management, Security Management Reviews Including Payment Card Industry (PCI) Data Security Standards (DSS) Compliance" was rebid as PRF56designatedOSC by the Office of Comptroller (OSC). This contract was designated to the Office of the Comptroller to procure accounting, financial, and audit services unrelated to the audit of the Commonwealth's financial statements. Commonwealth financial statements include the Statutory Basis Financial Reports, the Comprehensive Annual Financial Report, and the Statewide Single Audit conducted by an outside audit firm engaged by the OSC. This contract identifies a listing of pre-qualified firms that can perform services at the request of any State Department or other Eligible Entity, saving both departments and firms the cost of individual procurements.

PRF44designatedOSC, Electronic E-Pay Services: The Office of the Comptroller (OSC), with designation from the OSD, issued this Statewide Contract for Electronic Payment Processing Services in January of 2011. This Statewide Contract must be used by all Commonwealth entities accepting revenue electronically.

PRF47designatedOSC Credit Card Services: Limits for credit cards issued under this credit card program are established per cardholder as negotiated by the Commonwealth department head or chief fiscal officer and the Office of the Comptroller. Departments also have an option to set purchase limits on any single purchase. Cards can be used anywhere the authorized cards are accepted. Departments must incorporate the Commonwealth Credit Card Policies and Procedures in their internal control manual. Credit cards under this contract may be used for incidental purchases, general purchases from Statewide or Department Contracts, and travel needs. Employees who are approved for use may use the

Commonwealth Credit Card to purchase unforeseen items that are required for execution of their official duties. This contract offers departments a secure and less expensive alternative to pay for immediate small purchase and travel obligations. **ATM access is prohibited.** Purchase and/or credit limit is assigned per individual cardholder by department. **Cards cannot be used to purchase medical services, services from unincorporated vendors, or for any other purchases prohibited under the contract.**

PRF51 Training Services is intended to provide Training Services to public employees and workers in training areas that are not highly specialized. This contract provides services in the areas of Information Technology Training and Professional Development Training. There are four training service categories:

Category-I Information Technology Trainings

Category-II Professional Development Trainings

Category-III Instructional Design and Course Development

Category-IV Content Delivery

The delivery of Training Services may be provided as instructor-led, e-learning, blended learning, or any method in the future that a vendor and the SSL agrees to. Trainings may be provided at the requestor's facility or at the vendor.

PRF55designatedOSC, Debit Collection Services replaced PRF28designatedOSC effective 2/1/2013 through 1/28/2016 with a two year renewal option to 2018 and is designed to maximize collections of departmental delinquent account receivables, enhancing the Commonwealth's revenues and using the most cost-effective methods and the highest professional standards. The debt collection services provided are available for all debts owed to Commonwealth agencies and legislatively authorized Eligible Entities of a non-tax revenue nature. Debts can include fines, fees, licenses, permits, interest income, assessments, third party payments, and any other type of receivable capable of being collected with the exception of revenues specifically governed by separate statutes such as revenues from taxes, lottery operations, Commonwealth investments, federal grants, Medicaid vendor overpayments, and debts of cities and towns. Departments with separate statutes to collect these other revenues may use this Statewide Contract if it meets the debt collection needs.

PRF56designatedOSD Audit, Accounting, Compliance, Security and Revenue Recovery (Information Management, Security, PCI Compliance). This contract includes Phase I of a multi-phase Statewide Contract for Audit, Accounting, Compliance, Security and Revenue Recovery Services. This phase of this Statewide Contract replaces the expired CTRPCI2007 for Payment Card Industry (PCI) audits and adds a full suite of compliance audits and quality assurance reviews for information management systems including Payment Card Industry PCI and other Data security audits related to the collection of revenue.

PRF49 Enterprise Temporary Help Services features one awarded contractor: The Resource Connection (TRC) with subcontractors to support the overall contract. PRF49 facilitates the acquisition of 17 Temporary Help Categories, including Accountant Position, Accounting Support, Administrative Support, Customer Service, Data Entry Operator, Event Support, Graphic Designer, HR/Payroll Assistant, Legal Administrative Assistant, Light Labor, Light Industrial Labor, Medical Administrative Assistant, Paralegal, Office Support Technician, Receptionist, and Telephonic Operator. PRF49 allows for Eligible Entities to obtain Executive Recruitment, including Management Level positions and Temporary Help at a discounted price. For questions, contact the primary vendor, TRC, at 978-777-9333.

PRF50 Marketing, Advertising, Public Relations & Event Planning includes Full Service Marketing Companies, New Media Companies, Public Relations Companies, and Event Planners. Those companies receiving an award as a Full Service Marketing Company are qualified and expected to provide all such services defined in the contract. Engaging entities are expected to secure three bids through an RFQ from those companies they seek to conduct business with. Forward the completed RFQs to the SSSL identifying the three quotes received and the selected winning quote so the SSSL can track savings under this contract.

PRF53 Travel Management and Related Services was awarded as of March 1, 2013 through June 30, 2015 with options to renew through June 30, 2017 to PanAm, Denver, CO. The Travel Managements and Related Services provide online booking services for any travel, air, or hotel within the U.S..

This Statewide Contract provides Travel Management & Related Services with a full service contract that provides Eligible Entities with unlimited access to domestic and international travel providers including Airlines, Charter Air, Hotels, Car Rentals, Airport Parking, Ground Transportation, and Insurance Products.

FAQs

Q. For PRF50, if an advertisement is developed by a department, is the department required to have one of the PRF50 vendors handle the media placement?

A. No. Departments or other Eligible Entities may conduct their own media placement regardless of who developed the ad.

Q. If a vendor has received an award for Event Support, is he allowed to coordinate the event?

A. No. Event Support is different from Event Planning, which covers coordinating an event from start to finish. However, Event Support would allow the vendor to secure staffing for the event, graphics, and related marketing.

Q. What is the best way to address project price quotes versus hourly rates as shown for each vendor?

A. Project-based pricing has to be based on the awarded price schedule for a vendor and discounted from there. Departments are advised to compare a vendor's hourly rate against a project-based response to determine the best way to engage a vendor. When a project-based response is presented to a department, the list hourly rate **must** be shown as the basis for the project-based quote.

Q. How does a department obtain an account number to book online travel arrangements?

A. A department may contact PanAm's identified contact, Jordan Egbert, at 888-726-2645x290 to obtain a customer number to make the online travel arrangements. Executive agencies must make payment for these arrangements through the state MMARS system.

Q. Can a department use its department authorized credit card to make travel arrangements online?

A. Yes. Departments may use their authorized credit card to make travel arrangements if they choose to do so.

Public Safety

Rescue, Firefighting, and Emergency Equipment and Supplies

Homeland Security Services, Security Surveillance & Access Control Systems, Rescue, Firefighting and Emergency Equipment and Supplies

Road Salt

Major contracts

Fire/EMS, Police Equipment, & Supplies:

[FIR03 Fire/EMS, Police Equipment, Supplies and Services](#)

Law Enforcement:

[FAC72 Security Services and Fence Rentals](#)

[LAW09 Firearms, Ammunition, Related Training Products, Services and Accessories](#)

[LAW12 Explosive Ordinance Detection, Mitigation and Disposal Equipment](#)

[LAW14 Body Armor Vests](#)

Road Salt:

[VEH91 Sodium Chloride \(Road Salt\) Furnish and Delivery](#)

What you need to know

The Fire/EMS, Police Equipment & Supplies with Related Services & Repairs FIR03 has been renewed through 9/30/14. A list of contractors that have been renewed with pricing information is available on the [Comm-PASS](#) website under the "Vendor" tab. The new and improved "Contract User Guide" providing contract details and guidance is available under the "Forms & Terms" tab of [Comm-PASS](#).

LAW09 Firearms, Ammunition, Related Training Products, Services and Accessories remains the contract in place for securing firearms and ammunition.

LAW12 Explosive Ordinance Detection, Mitigation and Disposal Equipment will be allowed to expire March 31, 2014, with a new contract being developed by the Department of Fire Services.

Look at the [Emergency Response Reference Guide](#), which provides an overview of Statewide Contracts useful in an emergency and/or disaster situation.

FAQs

Q. Should my department pay for additional freight charges and fuel surcharges?

A. Contractors on any Statewide Contract are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included in their invoices.

Q. Can a department purchase any other type of equipment not specifically identified and listed on the contractor's award price sheet?

A. Yes. Users may purchase any other type of equipment not specially identified on the contractor's award price sheet as long as it falls under the scope and description of the contract and the contractor's award.

Q. Are there any additional discount offers other than Prompt Pay Discount available under this contract?

A. Yes. Some contractors do offer additional discounts such as Volume Purchase Discounts and Dock Delivery Discounts. [Refer to the "Contractors Award Information 2012-2014" listed under the "Vendor" tab of the contract](#) on [Comm-PASS](#) to determine which contractors offer the additional discounts.

Q. Is there a contract that covers electronic or security systems, as FAC72 does not cover these?

A. Yes. [See Statewide Contract FAC64.](#)

Q. Under VEH91 Road Salt, can any entity use this contract?

A. Yes. Complete the Usage form and the MOU listed under the "Forms & Terms" tab on [Comm-PASS](#) and submit them to the sourcing lead. Once completed, they do not have to be submitted again unless tonnage or other entity information changes.

Vehicles and Related Services

Vehicles and related supplies and services

Major contracts

[HLS01 Hazardous Incident Response Equipment](#)

[OVM08 Windshield and Glass Replacement for Vehicles](#)

[OVM09 Vehicle Rentals](#)

[OVM10 Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles](#)

[VEH83 New tires, Retreads, Retreading and Total Tire Management](#)

[VEH84 Fuel Cards](#)

[VEH84A Vehicle Maintenance Management and Accident Subrogation](#)

[VEH87 Pre-Mixed Sodium and Calcium Chloride](#)

[VEH89 Motorized Vehicle Parts, Re-refined Motor Oil, Antifreeze and Bio-based and Other Lubricants](#)

[VEH90 Liquid Calcium Chloride](#)

[VEH92 Traffic Safety Products](#)

[VEH94 School Bus Maintenance](#)

What you need to know

The above contracts are available for use to all departments of the Commonwealth and Eligible Entities.

OVM09 Vehicle Rentals. Vehicle reservations may be made online via the OVM website under ["Reserve an Enterprise Car."](#) Commonwealth Departments: note that the MMARS number corresponding to this Contract is OVM09.

OVM10 Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles. [Learn more about purchasing Environmentally Preferable Products \(EPP\) and services.](#)

VEH89 Motorized Vehicle Parts, Re-Refined Motor Oil, Motor Oil, Antifreeze and Bio-based and Other Lubricants. Re-refined motor oils, remanufactured antifreezes, and bio-based/other lubricants are now categories to existing Statewide Contract VEH89 (motorized vehicle parts).

VEH94 School Bus Maintenance. This contract was developed in support of a need by municipalities to have a combined and uniform contract for the repair and maintenance of school buses in their municipality or school district.

FAQs

Q. If I need to purchase a new vehicle, which contract should I use?

A. The only Statewide Contract available for the purchase of vehicles is OVM10. This Contract contains gasoline, hybrid, and other alternative fuel vehicles (CNG/E85 flex fuel) currently available for purchase.

Q. How do I find and select a vehicle, accessories, and options on OVM10?

A. [Start by locating the detailed list of all available vehicles by clicking on the "Forms and Terms" tab on Comm-PASS:](#)

- ▼ Click on the eyeglasses on the right for the document titled "OVM10 Base Vehicle Pricing."
- ▼ Click on "Enable Editing" at the top of the page.
- ▼ In the spreadsheet, select which vehicle you would like by sorting by model year, fuel type, class, make, model, trim, MPG City, or MPG Highway.

- ▼ To use the filters at the top of each column, click on the down arrow in the bottom right corner of the heading title cell. Next, click on the box with the checkmark that says (select all). Then click on the box(es) of the categories you are interested in.
- ▼ After verifying which vendor is selling the vehicle and the vehicle number, you can add Options and/or Accessories if desired. To do this, click on the "Forms and Terms" tab on [Comm-PASS](#). Click on the eyeglasses on the right for the document titled "(Vendor Name) Options and Accessories" for the vendor who sells the vehicle you have selected. All Accessories and Pricing are listed on the first tab. Options and Pricing tabs are labeled by vehicle number.

Q. Why do I see a \$1.50 fee on my Enterprise invoices?

A. This fee is a Vehicle Licensing Fee and is part of our new contract. Renters are responsible for payment of this fee.

Q. Under the Contract OVMog with Enterprise, what are the geographic boundaries of this agreement?

A. The terms of OVMog are applicable to all of Massachusetts, New Hampshire, Maine, Rhode Island, and Northern Connecticut.

Q. Are manufacturer warranties supported under VEH94?

A. Yes. The vendor Tri State Truck Center is an authorized service center for Freightliner and Bluebird. Contact them for scheduled warranty work and scheduled maintenance.

Q. Is road service available under VEH94?

A. Yes. Road service is available 24/7 at your facility.

Appendix A: Locate A Statewide Contract in Comm-PASS

1. [Navigate to Comm-PASS.](#)
2. Find all active Statewide Contracts in one of two ways. Select the Contracts tab from then main navigation bar and then:
 - ▼ Select Search for A Contract. Select the Statewide Contract checkbox. Select the ACTIVE option from the Document Status drop-down menu. If known, add the Document Number or leave blank to search all Statewide Contracts. Select any SEARCH button on the page. Select the results link THERE ARE # CONTRACT(S) FOUND THAT MATCH YOUR SEARCH CRITERIA at the top of the page between SEARCH FOR A CONTRACT and SEARCH BY KEYWORD labels **OR**
 - ▼ Select Browse All Statewide Contracts and Vendors.
3. Sort the list by category by selecting the DOCUMENT NUMBER header. Each DOCUMENT NUMBER prefix corresponds to a category listed on page 11.
4. Select the Statewide Contract by scrolling through the pages of contract names and then clicking on the View icon (eyeglasses) review entire Contract record.
5. Read through the content under each tab.
6. **"Forms & Terms" tab.** Find the Contract User Guide under the "Forms & Terms" tab, which specifies products, pricing, discounts, warranties, delivery terms, billing, exception guidelines, and if prior authorization from the Issuer is required to purchase.
7. **"Vendor" tab.** Review vendor information under the "Vendor" tab, which includes contact and pricing information, if available.
 - ▼ Select the Vendor Name column to sort alphabetically.
 - ▼ Review Programs icons. Mouse over an icon to determine certifications or incentives.
 - ▼ The Comment field may include contract restrictions to specified goods and services and/or geographic zones.
 - ▼ Ensure vendors you contact are ACTIVE. A NO indicates purchases should NOT be made using this Vendor for some reason, e.g., unable to handle additional volume or renewal forms not processed. Status can change, so check this value prior to each transaction.
 - ▼ Select the Details icon (eyeglasses) to access further information and attached files, if any.
8. **"Issuer(s)" tab.** Find the Strategic Sourcing Services Lead under the "Issuer(s)" tab. Email the Strategic Sourcing Services Lead, with the Statewide Contract number in the email subject line, after careful review of the OSD Contract User Guide if:
 - ▼ Making a purchase that meets the large volume benchmark set in the Contract User Guide.
 - ▼ You have questions about the Contract requirements or terms.
 - ▼ You are unable to resolve conflicts with a Statewide Contract Vendor.
9. Join the Comm-PASS purchasing community for free through [BuySmart](#). You'll get:
 - ▼ FREE access to procurement document creation and management tools.
 - ▼ FREE posting of bid announcements, packages, requests for quotes, and contracts.
 - ▼ FREE data reporting tools.

For more information, refer to the [Job Aid](#).

Appendix B: Additional OSD Programs for Businesses

Small Business Purchasing Program (SBPP)

The [SBPP](#) supports the existence and growth of small businesses in Massachusetts by directing state spending for non-construction goods and services to eligible Massachusetts small businesses. The SBPP ensures State compliance with Executive Order 523, established in 2010 to recognize the importance of Massachusetts small businesses and the impact and challenges the latest recession has placed on them. Compliance with Executive Order 523 requires that procurements between \$10,000 and \$150,000 be awarded to participating small businesses in Comm-PASS, if a SBPP participant business who responds meets or exceeds the solicitation or criteria.

A small business is any entity, including all of its affiliates combined, that:

- ▼ Has its principal place of business in Massachusetts.
- ▼ Has been in business for at least one year.
- ▼ Currently employs a combined total of 50 or fewer full-time equivalents in all locations.
- ▼ Has gross revenues as reported on the appropriate IRS tax form of \$15 million or less, based on a 3-year average.
- ▼ Either for any entity attesting to Business Type "For-Profit" is organized under the laws of the Commonwealth or is properly registered to do business in the Commonwealth and is independently owned and operated OR for any entity attesting to Business Type "Non-Profit," i.e. 501(c), is registered as a nonprofit or charitable organization, is up-to-date on its filings with the Massachusetts Attorney General's Office, and is tax-exempt under Section 501(c) of the Internal Revenue Code.

The SBPP benefits small businesses by increasing contract opportunities with all Executive Departments conducting procurements of goods and services between \$10,000 and \$150,000 through:

- ▼ A Comm-PASS Smart Bid subscription, which provides sellers with automatic email notification of procurement opportunities and easy online submission of bids for resulting contracts.
- ▼ Inclusion in a Business Directory through which a small business can market their commodities and services to purchasers.
- ▼ Free instructor-led and online training about the SBPP, the Commonwealth's procurement process, and the Commonwealth's e-Procurement system, [Comm-PASS](#).

Access [the SBPP website](#).

Service-Disabled Veteran-Owned Business Enterprise (SDVOBE)

The [SDVOBE](#) Program invites service-disabled veterans who own business enterprises to participate in State contracting activity to promote supplier diversity. The program encourages the award of Statewide Contracts to SDVOBEs to increase business opportunities for them.

Supplier Diversity Office (SDO)

The [SDO](#) certifies minority and women-owned businesses in the Commonwealth of Massachusetts that meet certain criteria to enhance a firm's ability to do business in public and private markets. Certification serves as a marketing tool that may give a firm a competitive edge to a bid. The Commonwealth of Massachusetts spends more than \$4 billion each

year doing business with firms, and becoming SDO certified can help business owners who seek contracts with the government. The SDO accomplishes the following:

- ▼ Publishes [a searchable and downloadable directory of certified MBEs/WBEs, M/WBEs, DBEs and certified minority and women-controlled, non-profit organizations](#).
- ▼ Oversees Certification, the process by which the SDO reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of state (M/WBE) or federal (DBE) statutes and regulations.
- ▼ Provides training and marketing tools for state certified M/WBE/Small Business and monitors M/WBE goals for Executive Branch Departments.
- ▼ Monitors MBE/WBE goals for all vertical public construction projects taking place in the 351 municipalities throughout the Commonwealth.
- ▼ Assists government agencies in meeting their affirmative purchasing and contracting goals by providing information on procurement opportunities and business resources to certified companies.

Supplier Diversity Office (SDO) Certification Unit

Massachusetts Supplier Diversity Office Certification is the process by which the SDO reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of State and/or Federal statutes and regulations. SDO reviews applications for:

- ▼ Minority Business Enterprises (MBE).
- ▼ Women Business Enterprises (WBE).
- ▼ Minority Women Business Enterprises (M/WBE).
- ▼ Minority or Women Non-Profit Organizations (M/NPO and W/NPO).
- ▼ Disadvantaged Business Enterprises (DBE).

The Certification Director manages both state and federal certification efforts:

- ▼ State certification is governed by 425 CMR 2.00, and applicants are required to attend a pre-certification workshop and then submit the Certification Application to the SDO with supporting documents.
- ▼ Federal certification is governed by the Unified Certification Program (UCP), which certifies organizations as a Disadvantage Business Enterprise (DBE) with the U.S. government. DBE certification is a Federal designation used in conjunction with U.S. Department of Transportation (US DOT) funded projects and contracts. Federal certification is governed by 49 CFR 26. Applicants are required to attend a pre-certification workshop and then submit the Unified Certification Application (UCA) or State Certification Application to the SDO with supporting documents.

Disadvantaged Business Enterprise Supportive Services (DBE-SS)

Funded by the Federal Highway Administration, [DBE-SS](#) is a multi-phase instructional and goal driven program aimed at increasing the number of DBEs that are ready, willing, and able to compete successfully for transportation/highway construction projects. The DBE-SS Program consists of classroom components, technical assistance, meet the vendor events, networking opportunities, services matching assistance between subcontractors and primes, and access to trainings on procurement opportunities.

Supplier Diversity Program (SDP)

The SDP, established through Executive Order 524 to promote supplier diversity in public contracting, increases business opportunities for Minority and Women Business Enterprises (M/WBEs) to stimulate economic growth and promote and empower M/WBEs in public procurement. Program staff increase business for M/WBEs by:

- ▼ Instituting policies to encourage the award of Statewide Contracts to certified M/WBEs. The SDP requires all bidders for large procurements (\$150,000+) and statewide contracts to submit an SDP plan that includes a minimum commitment to using SDO-certified vendors.
- ▼ Encouraging all contractors interested in doing business with the State to develop creative initiatives to help foster business relationships with certified M/WBEs, making a vendor's certification a marketing tool.
- ▼ Providing ongoing training and marketing opportunities for certified M/WBEs.
- ▼ Corresponding with liaisons who track procurement expenditures with M/WBEs in each of the Executive Branch Departments.

All Executive Branch Departments and participating entities set benchmarks for spending each fiscal year with certified MBEs and WBEs. SDP tracks departmental spending with both certified primes and subcontractors for all procurements. In FY12, spending with the SDP increased from FY11:

Group	Percent Increase	Total Expenditures
Combined M/WBE	7	\$822,193,350
MBE	1.62	\$243,338,712
WBE	9.5	\$578,854,638
Small Businesses	104	\$121,790,070

Construction Reform Program

The Construction Reform Program is charged with educating and monitoring the 351 municipalities that makeup the Commonwealth regarding Construction Reform Law, Chapter 193 the Acts of 2004, also known as Massachusetts General Laws chapter 149, section 44A-H. Municipalities must incorporate Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) goals into both the design and construction phase of a vertical construction project if that phase exceeds \$100,000. Effective January 1, 2012, the MBE and WBE participation goals for building construction and design awards and expenditures on new projects advertised on or after the effective date will be combined MBE/WBE goals:

- ▼ 10.4 percent combined MBE/WBE participation on construction contract awards.
- ▼ 17.9 percent combined MBE/WBE participation on design contract awards.

These goals apply to the construction, reconstruction, alteration, remodeling, repair, or demolition of any vertical public building or public work project by any city or town. Projects affected are those funded by the Commonwealth, in whole or in part (such as funding under the Massachusetts School Building Authority (MSBA), funding in any legislative appropriation, grant awards, reimbursements, and municipal commitments to use state funds, and the like).

The Supplier Diversity Office (SDO) will enforce Construction Reform Law Chapter 193 by working in partnership with the Division of Capital Asset Management and Maintenance (DCAMM), the Attorney General's Office, and MSBA.

Seller Trainings

Basic Supplier Diversity Plan (SDP) Overview Webinar

Learn how to:

- ▼ Use your Supplier Diversity Office (SDO) certification to find opportunities for SDP partnerships.
- ▼ Market as an SDP participant to state entities.
- ▼ List your business as an interested bidder.

Who: For Minority, Women, and Disadvantaged Business Enterprises in process to be certified or SDO-certified businesses

Where: Online

Length: One hour

Register at https://www.somwba.state.ma.us/WorkShop/xss_main.aspx?workshopid=82.

Connecting Your Business to the Commonwealth

Learn:

- ▼ The bidding process for Statewide Contracts and where to find bidding opportunities.
- ▼ What the Small Business Purchasing Program (SBPP) is.
- ▼ How to become Supplier Diversity Office-certified and market to public entities.
- ▼ How the Supplier Diversity Program supports SDO-certified businesses.

Who: For the Business community.

Length: Full day

Register at https://www.somwba.state.ma.us/WorkShop/xwrk_reg.aspx?workshopid=27&sessionid=2367.

How To Submit an Effective Supplier Diversity Plan Webinar

The OSD requires a Supplier Diversity Plan for all large procurements (\$150,000+) and Statewide Contracts. Learn how to complete a plan for all types of solicitations.

Who: For all bidders interested in learning how to submit an effective Supplier Diversity Plan.

Where: Online

Length: One hour

Register at https://www.somwba.state.ma.us/WorkShop/xss_main.aspx?workshopid=80.

Small Business Purchasing Program Overview Webinar

Learn about the Small Business Purchasing Program (SBPP) and SmartBid Subscription Services. Learn how to:

- ▼ Find bidding opportunities and enter a bid response.
- ▼ Manage your online profile.

Who: For SBPP eligible and/or enrolled businesses. For SBPP eligibility criteria, visit <http://www.mass.gov/sbpp>.

Where: Online

Length: One hour

Register at https://www.somwba.state.ma.us/WorkShop/xss_main.aspx?workshopid=81.

Supplier Diversity Office Pre-Certification Workshop

Required for all interested business owners who want to apply for certification as a Minority, Women, or Disadvantaged Business Enterprise (M/WBE). Learn about:

- ▼ The regulations, qualifications, and process, needed to begin the certification process.
- ▼ How to take advantage of opportunities for certified M/WBEs.

Who: For Minority, Women, or Disadvantaged Business Enterprises (non-certified)

Length: Two hours

Register at https://www.somwba.state.ma.us/WorkShop/xss_main.aspx?workshopid=24.

Appendix C: Procurement Acronyms

Acronym	Meaning
A&F or ANF	Executive Office for Administration and Finance
AG, AGO or OAG	Office of the Attorney General
AMP	Affirmative Market Program (Now known as the Supplier Diversity Office (SDO))
BSOB or BSB	Bureau of State Office Buildings
Comm-PASS	Commonwealth Procurement Access and Solicitation System
CTR or OSC	Office of the State Comptroller
DBE	Disadvantaged Business Enterprise
EFT	Electronic Funds Transfer
EOHHS	Executive Office of Health and Human Services
EPP	Environmentally Preferable Products
FAD	Fiscal Affairs Division
FEIN	Federal Employer Identification Number
FOI or FOIA	Freedom of Information Act
GSA	Government Services Administration
IG, IGO or OIG	Office of the Inspector General
ITD	Information Technology Division
ITP	Intent to Publish
LEA	Local Education Authority
MASSbuys	MASSbuys EXPO
MBE	Minority Business Enterprise
MMARS	Massachusetts Management Accounting and Reporting System
MIS	Management Information Systems
M/WBE	Minority- and Women-Owned Business Enterprise
NAICS	North American Industry Classification System
NASPO	National Association of State Procurement Officials
OAG, AG or AGO	Office of the Attorney General
OSA	Office of the State Auditor
OSC or CTR	Office of the State Comptroller
OSD	Operational Services Division
OSSP	Office of State Surplus Property
OVM	Office of Vehicle Management
QQ	Quick Quotes
PIC	Procurement Information Center
POS	Purchase of Service
QA	Quality Assurance
RFI	Request for Information
RFQ	Request for Quotations
RFR	Request for Response
SBPP	Small Business Purchasing Program
SSSM	Strategic Sourcing Services Manager

Acronym	Meaning
SSSL	Strategic Sourcing Services Lead
SSST	Strategic Sourcing Services Team
SDO	Supplier Diversity Office
SDP	Supplier Diversity Program
SWC	Statewide Contract
STAR	Statewide Training And Resources Exposition (Now known as MASSbuys Exposition)
T & C or Ts & Cs	Commonwealth Terms and Conditions including for Human and Social Services
TIN	Tax Identification Number
UFR	Uniform Financial Report or Uniform Financial Statements and Independent Auditor's Report
WBE	Women Business Enterprise
WTO/GPA	World Trade Organization/Government Procurement Agreement